
Visit Japan Web Instruction Manual

Version 2.37

September 29, 2023

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Revision History

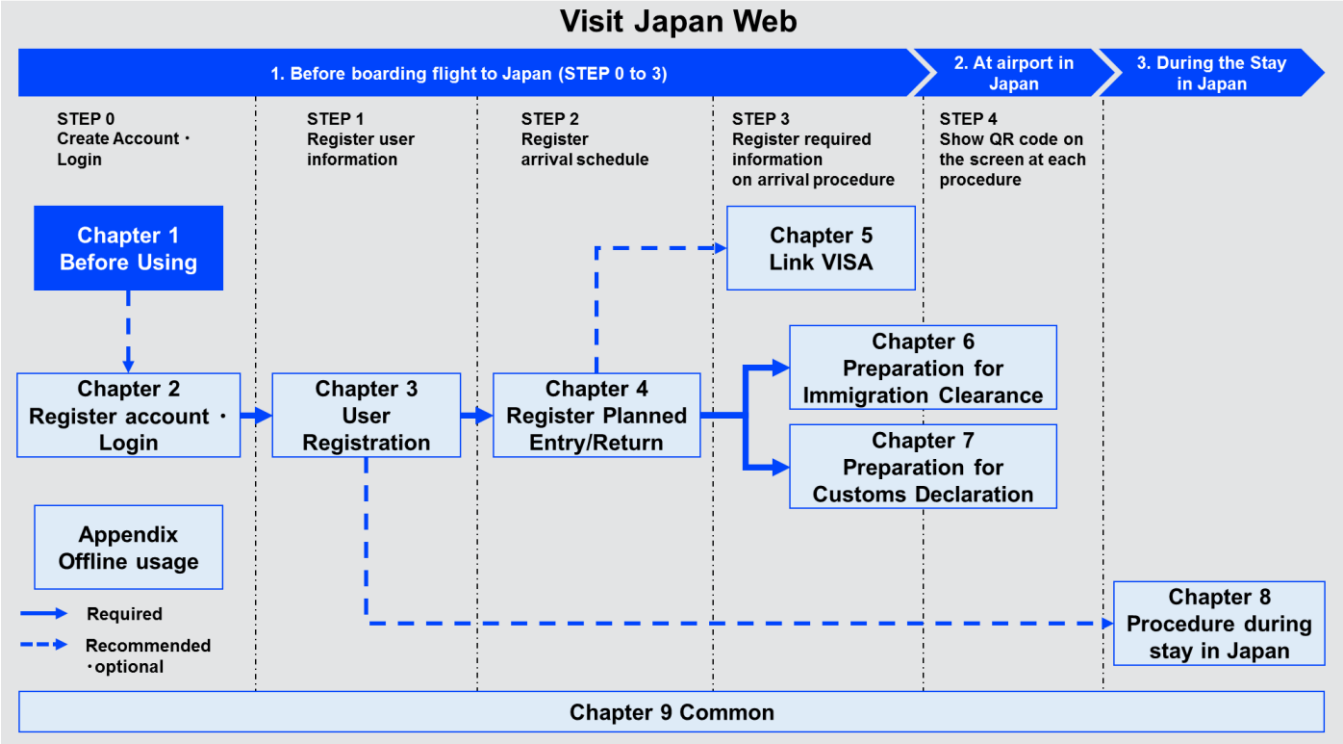
Version	Revision date	Revised content
2.00	October 3,2022	New version released
2.10	November 1,2022	Added "Chapter 5 Quarantine Procedures (Fast Track)" Added "Chapter 8 Information in case of illness or injury" Revised "Chapter 9 Common Functions"
2.15	December 12,2022	Revised "Chapter 1 Using Visit Japan Web" Revised "Chapter 2 Account for Using Visit Japan Web" Revised "Chapter 3 Japan Entry/Return Procedure" Revised "Chapter 4 Registration Procedures of Planned Entry/Return"
2.17	January 30, 2023	Revised "Chapter 3 Japan Entry/Return Procedure"
2.20	March 28, 2023	Version with added functions released •Passport OCR scan, Link VISA (optional), Tax-free procedures, etc.
2.30	April 29, 2023	Deleted "Chapter 6 Quarantine Procedures (Fast Track)" Revised contents related to quarantine in each chapter
2.32	June 21, 2023	Revised "Chapter 3 User Registration"
2.33	July 26, 2023	Revised "Chapter 3 User Registration"
2.34	August 9, 2023	Revised "Chapter 2 Registering Visit Japan Web Account"
2.35	August 24, 2023	Revised "Chapter 3 User Registration" Revised "Chapter 4 Registering Planned Entry/Return"
2.36	September 19, 2023	Revised "Chapter 2 Registering Visit Japan Web Account" Revised "Chapter 9 Common Functions" Revised "Appendix Offline usage"
2.37	September 29, 2023	Revised "Chapter 2 Registering Visit Japan Web Account" Revised "Chapter 9 Common Functions" Revised "Appendix Offline usage"

Note:

This document is based on information current as of the date it was created and may contain information for features and windows that differ from the actual Visit Japan Web.

Chapter 1 Before Using Visit Japan Web

The location of this chapter in the overall system is indicated by blue highlighting.



System Overview

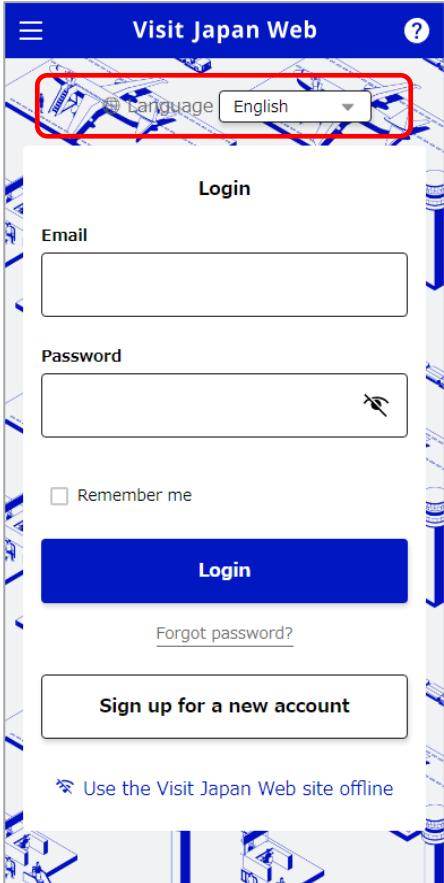
1-1 Set Language

When using the Visit Japan Web, you must first select the language to use.

(1) Set Language

Select the language to use from the following languages displayed in the drop-down list.

- 日本語
- English
- 中文（简体）
- 中文（繁體）
- 한국어

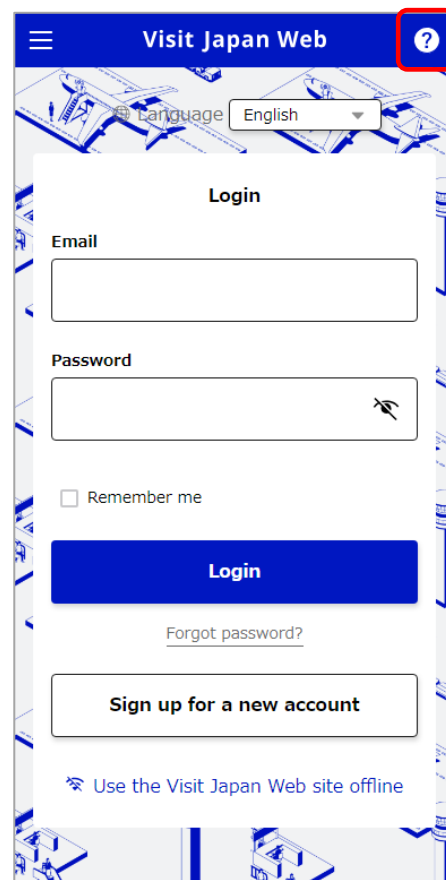
The image shows a mobile app interface for 'Visit Japan Web'. At the top, there is a blue header with a hamburger menu icon, the text 'Visit Japan Web', and a question mark icon. Below the header, a language selection dropdown is highlighted with a red rectangular box; it shows a flag icon, the word 'Language', and 'English' with a downward arrow. The main content area is a white card titled 'Login'. It contains an 'Email' input field, a 'Password' input field with an eye icon for toggling visibility, a 'Remember me' checkbox, a blue 'Login' button, a 'Forgot password?' link, and a 'Sign up for a new account' button. At the bottom of the card, there is a link that says 'Use the Visit Japan Web site offline' with a Wi-Fi icon. The background of the app shows a stylized map of Japan.

Login Screen

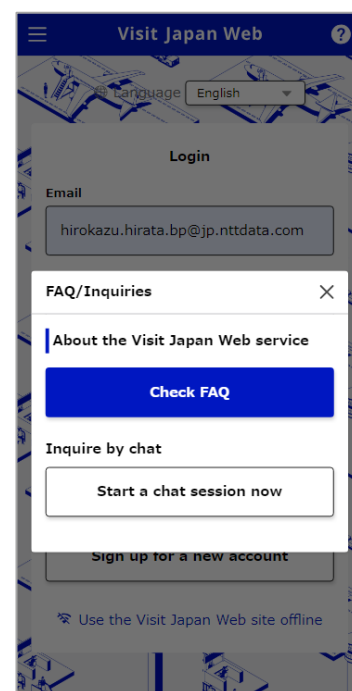
1-2 FAQ/Inquiries

If you are having trouble using Visit Japan Web, refer to the “FAQ/Inquiries Dialog” by clicking the “?” help icon in the header of each screen.

In this case, click “?” in the “Login Screen” header.



Login Screen



FAQ/Inquiries Dialog

(1) About the Visit Japan Web service

- FAQ

Click “Check FAQ” to go to the “FAQ”.

Frequently asked questions and their answers about Visit Japan Web are listed here.

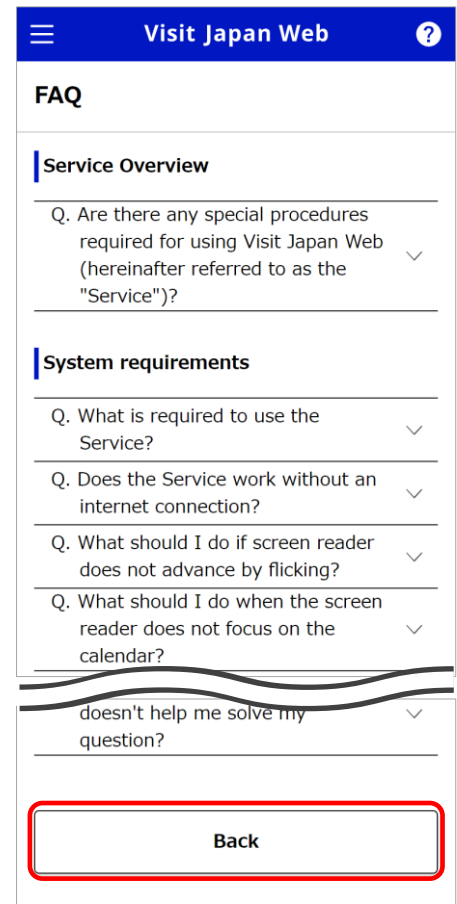
You can check the answers about common problems.

To finish confirmation, click “Back” to return to the “Login Screen” or “Home Screen”.

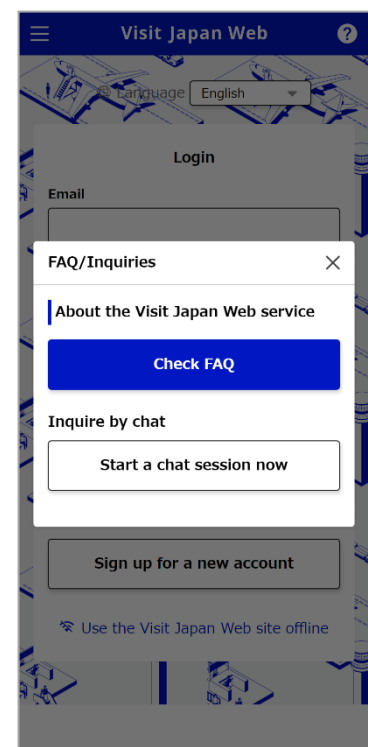
- Inquire by chat

Click “Start a chat session now” to proceed to the “Chat Screen”.

If you cannot find a solution in the FAQ, or if you need further assistance, you can inquire by chat.



FAQ

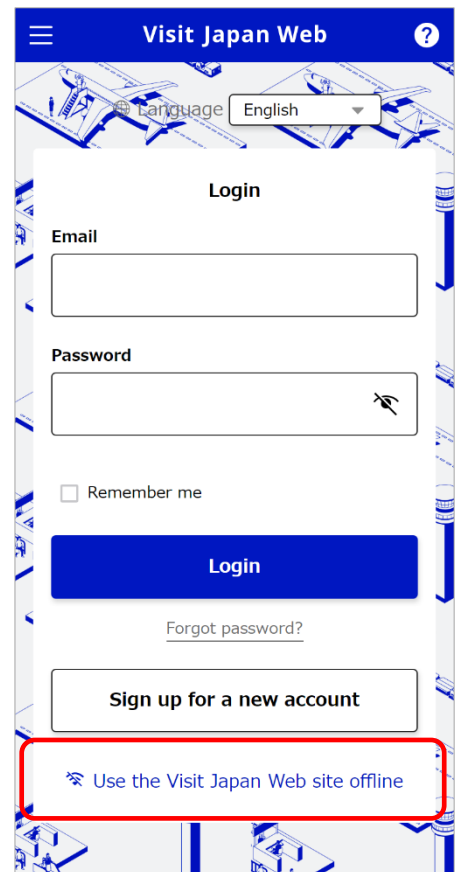


FAQ/Inquiries Dialog

1-3 Offline usage

Visit Japan Web can be used offline. To use Visit Japan Web offline, click “Use the Visit Japan Web site offline”, and refer to the offline usage procedure.

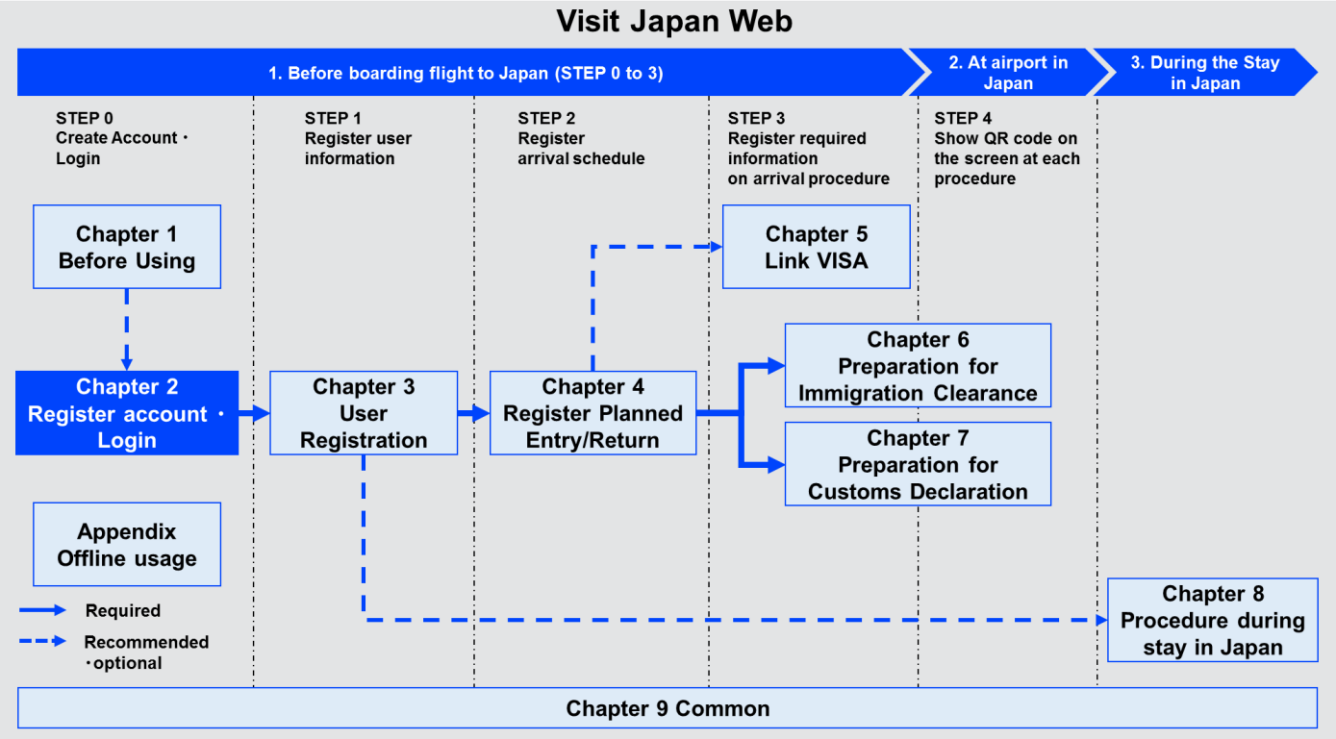
Click “Use the Visit Japan Web site offline” and refer to the [offline usage manual](#).

A screenshot of the Visit Japan Web login interface. The header is blue with the text "Visit Japan Web" and a help icon. Below the header is a language selector set to "English". The main content area is white and contains a "Login" section with fields for "Email" and "Password", a "Remember me" checkbox, a blue "Login" button, a "Forgot password?" link, and a "Sign up for a new account" button. At the bottom of the login section, there is a link that says "Use the Visit Japan Web site offline" with a red box around it. The background of the page features a faint map of Japan.

Login Screen

Chapter 2 Registering Visit Japan Web Account

The location of this chapter in the overall system is indicated by blue highlighting.



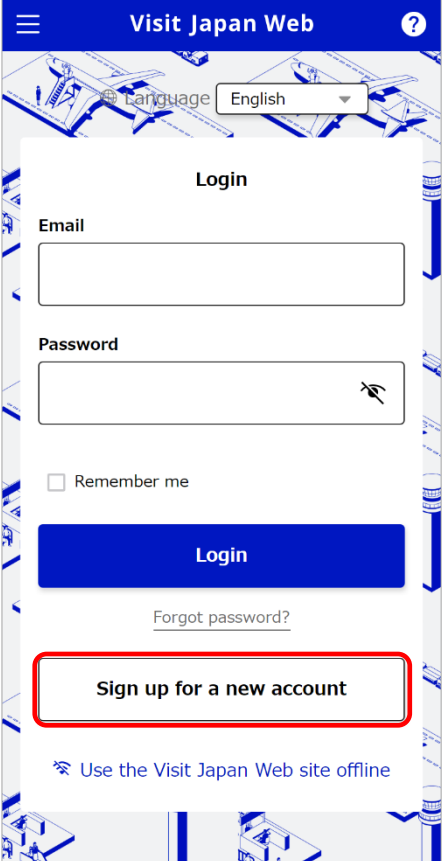
System Overview

2-1 Creating Account

When using Visit Japan Web for the first time, create a new account.
To create a new account, you need to set up an email address and password.

(1) Sign up for a new account

Click the “Sign up for a new account” button.
Proceed to the “Register New Account Terms of Use/Privacy Policy Consent Screen”.



Login Screen

(2) Using this service

Before using the service, please confirm the Terms of Use and Privacy Policy, provide your consent to create an account.

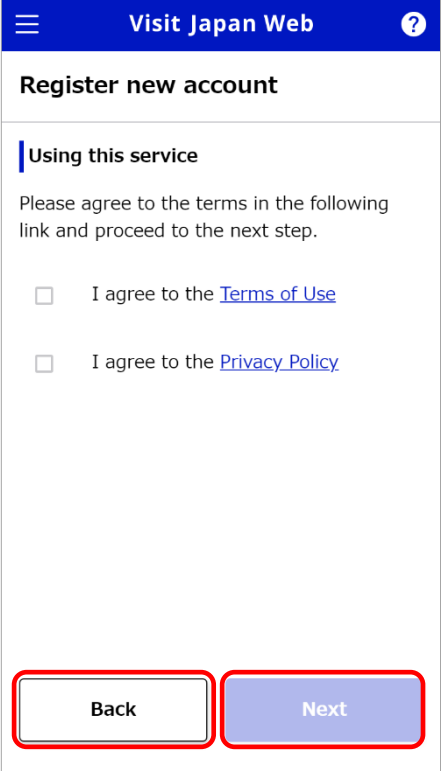
For the Terms of Use, please refer to the Terms of Use in “9-2 Service Information”.

For the Privacy Policy, please refer to the Privacy Policy in “9-2 Service Information”.

- Consent check

Check “Check the details in the Terms of Use” and “Privacy Policy, and provide your consent to create an account.”.

Check “Check the details in the Terms of Use and Privacy Policy, and provide your consent to create an account.” and click “Next”. If you did not create an account, click “Back” to return to the “Login Screen”.



**Register New Account
Terms of Use/Privacy Policy
Consent Screen**

(3) Enter account details

Enter your new account information.

- Contact Email

Enter your email address.

Enter your email address within 128 characters.

- Password

Enter a password.

The password must be at least 10 characters long and must contain a combination of uppercase Latin alphabet, lowercase Latin alphabet, numerical values, and symbols.

The following symbols are allowed to be used in the password.

+ - * / = , . : ; ` @ ! # \$ % ? | ~ ^ () [] { } _

E.g.: Ab1234567+

Click the “eye icon” to show or hide the entered password.

- Enter your password again

Enter the same content as the “Password” in “Enter your password again” for confirmation.

- Authentication check

Check “I am human” to confirm that operation is not done by a robot.

Confirm that all required fields have been entered, then click “Create account”.

To cancel operation, click “Back” to go back to the “Register New Account - Terms of Use/Privacy Policy Consent Screen”.

**Register New Account
Account Details Screen**

Eye icon (Show/Hide)

(4) Confirm email

A confirmation code is sent to the email address entered in “(3) Enter account details”.

If you can't find the email, check your junk mail folder.

Keep this screen open until the authentication check is complete. Closing the screen will cause the sent confirmation code to become invalid.

If you have closed the screen, you will need to go back to “(3) Enter account details” and issue a new confirmation code.

- Enter confirmation code

Enter the confirmation code sent to your email address.

Confirm that the confirmation code is entered, click “Confirm email”, and register your account.

If the confirmation code is not input successfully, the confirmation code can be reissued through the flow described below.

(Reissue confirmation code)

- If the email address is correct

Enter your email address and password on the login screen and press login to reissue.

- If the email address is incorrect

Please create a new account from the login screen.

(How to return to the Login Screen)

Press Visit Japan Web displayed at the top of the screen.

Visit Japan Web

Register new account

Confirm email

Your Visit Japan Web account has been created.

In order to use the system, you need to verify the registered email address.

Enter the confirmation code sent to a@a.com

⚠ Do not close this screen until authentication check is complete

Issued confirmation code is only valid for the currently displayed screen

Enter confirmation code

Confirmation code input is not successful
(Reissue confirmation code)

- **If the email address is correct**
Enter your email address and password on the login screen and press login to reissue.
- **If the email address is incorrect**
Please create a new account from the login screen.

(How to return to the login screen)
Press Visit Japan Web displayed at the top of the screen.

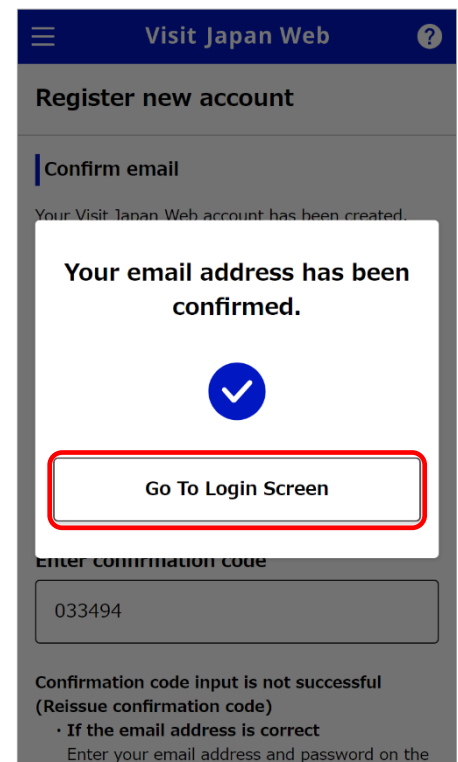
Confirm email

**Register New Account
Confirmation Code Screen**

(5) Account creation completed

A message “Your email address has been confirmed” will be displayed.

Click “Go to Login Screen”, and proceed to the “Login Screen”.



**Register Account
Creation Completion Dialog**

2-2 Login / Logout

Login is required to use the Visit Japan Web.

To logout, open the menu screen from the menu icon in the header of any screen after you are logged in.

(1) Login

- Email

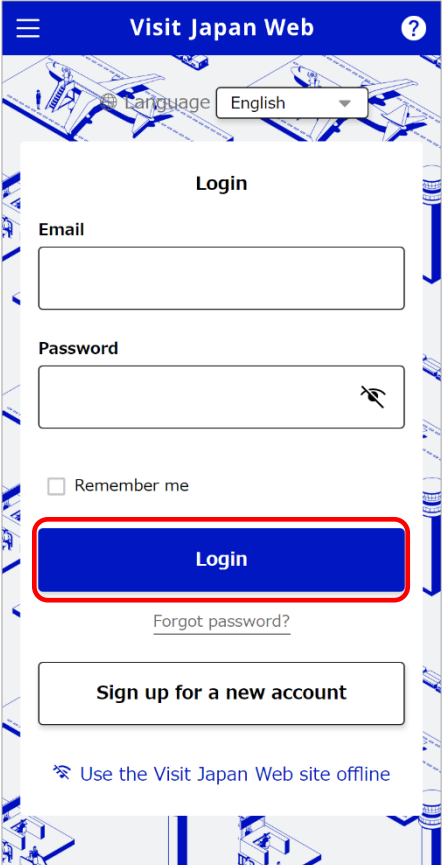
Enter your account email address.

- Password

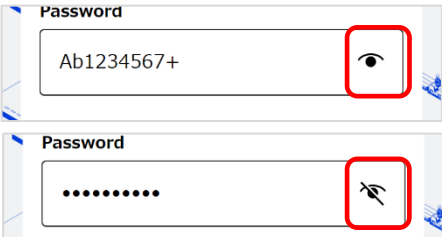
Enter your account password.

Click the “eye icon” to show or hide the entered password.

Confirm that you have entered your email address and password, then click “Login”.



Login Screen



Eye icon (Show/Hide)

2-2-1 Log in with Initial Settings for Multi-Factor Authentication (optional)

Multi-factor authentication is optional.

Visit Japan Web can be used normally without setting.

If you have not selected whether to set up multi-factor authentication, you will need to register when logging in.

(1) Setting up Multi-Factor Authentication

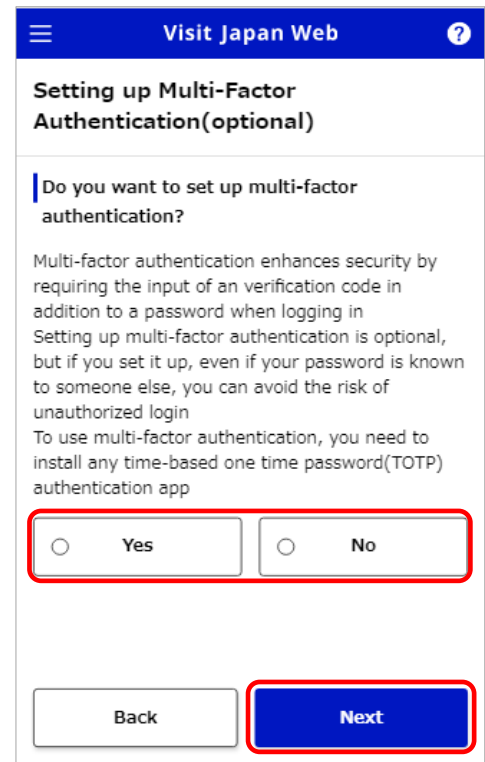
Select whether to set up multi-factor authentication.

Click "Yes" if you want to set up multi-factor authentication.

Click "No" if you do not want to set it.

Confirm that either "Yes" or "No" has been selected, then click "Next".

If "No" is selected, proceed to the "Home screen".



Visit Japan Web ?

Setting up Multi-Factor Authentication(optional)

Do you want to set up multi-factor authentication?

Multi-factor authentication enhances security by requiring the input of an verification code in addition to a password when logging in. Setting up multi-factor authentication is optional, but if you set it up, even if your password is known to someone else, you can avoid the risk of unauthorized login. To use multi-factor authentication, you need to install any time-based one time password(TOTP) authentication app

☐ Yes ☐ No

Back Next

Setting up Multi-Factor Authentication Screen

(2) Enter Verification Code

Please install any authentication app
(commonly-used apps)

- Google Authenticator
- Microsoft Authenticator

- Set up Authenticator

You can either click "Display QR code" and scan the QR code on the Visit Japan Web,
or click "Generate secret key" and manually enter the secret key.

- Enter verification code

Please enter the verification code displayed in the authentication app.

**Confirm that the verification code has been entered,
then click "Register".**

Visit Japan Web ?

Setting up Multi-Factor Authentication(optional)

Install authentication app

Please install any authentication app (commonly-used apps)

- Google Authenticator
- Microsoft Authenticator

For details on how to use authentication apps, please check respective websites

Set up Authenticator

You can either click "Display QR code" and scan the QR code on the Visit Japan Web, or click "Generate secret key" and manually enter the secret key

Generate secret key

Display QR code ▾

Enter verification code

Please enter the verification code displayed in the authentication app

Enter verification code

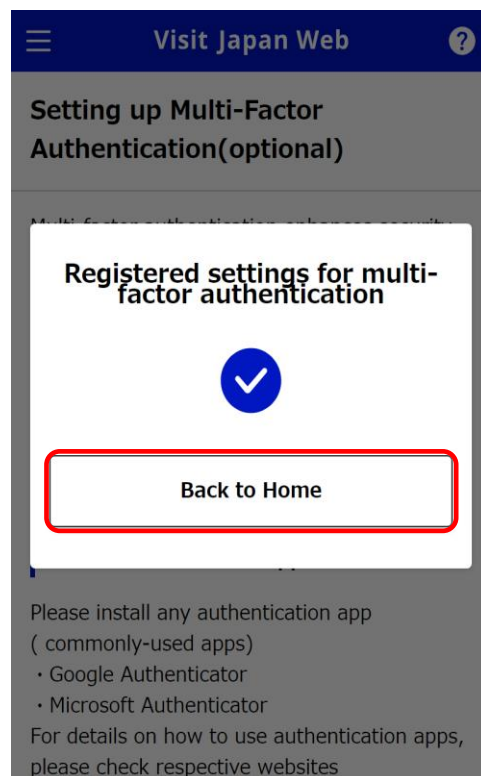
Back Register

**Enter Verification Code
Screen**

(3) Registration of Multi-Factor Authentication Complete

"Registered settings for multi-factor authentication" is displayed.

Click "Back to Home" to return to the "Home screen".



**Multi-Factor Authentication
Registration Completion
Dialog**

2-2-2 Login after Select Whether to Set up Multi-Factor Authentication

- Login without multi-factor authentication

If multi-factor authentication is not set up,
click "Login" on the login screen to proceed to the "Home screen".

*The "Enter Verification Code Screen" will not be displayed.

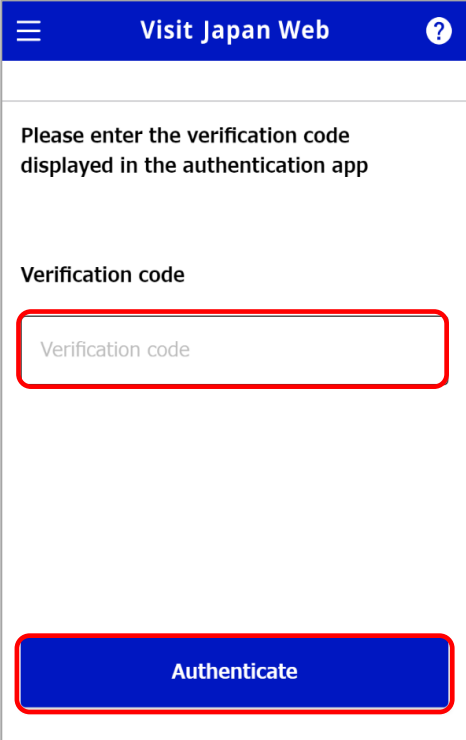
- Login when multi-factor authentication is set up

If you have multi-factor authentication set up,
when you click "Login" on the login screen, the "Enter Verification Code Screen" will be displayed.

(Enter verification code)

Please enter the verification code displayed in the authentication
app.

Click "Authenticate" to go to the "Home Screen".



Visit Japan Web

Please enter the verification code
displayed in the authentication app

Verification code

Verification code

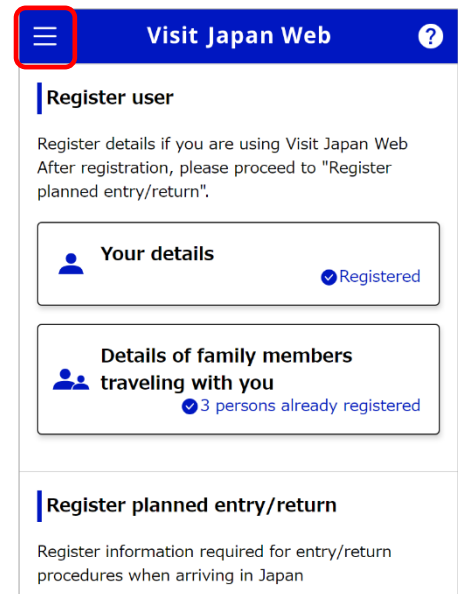
Authenticate

**Enter Verification Code
Screen**

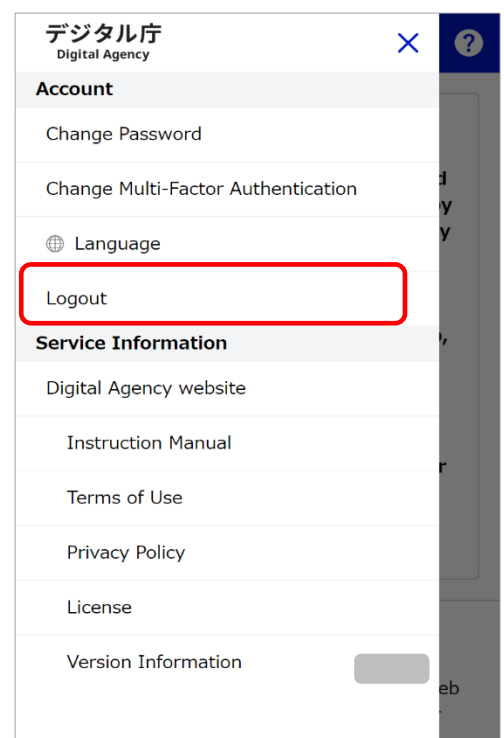
(2) Logout

Click “Logout” from the menu and proceed to the logout confirmation screen.

Click “Logout” from the menu, and proceed to the “Logout Confirmation Dialog”.



Home Screen

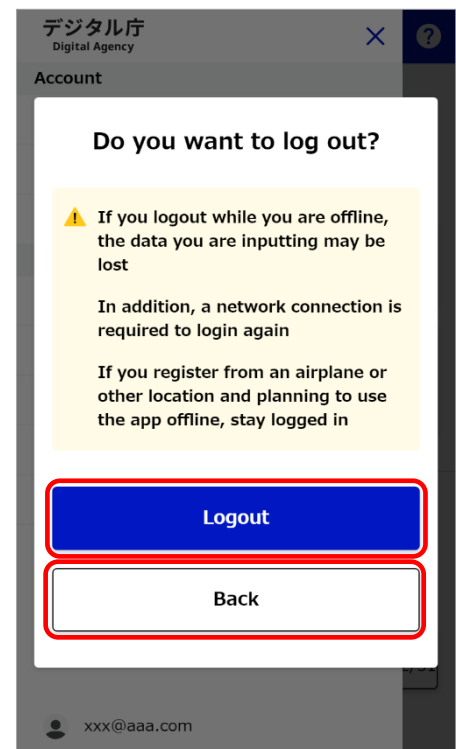


Menu Screen

(3) Logout Confirmation Dialog

After reviewing the precautions, click “Logout” to logout from Visit Japan Web.

Review the precautions, and click “Logout”.
To cancel logout, click “Back” to return to the “Menu Screen”.



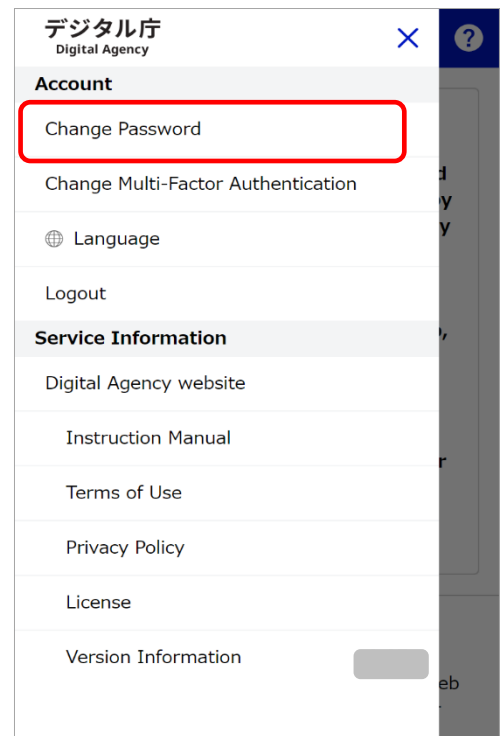
Logout Confirmation Dialog

2-3 Changing Password

To change your account password, select “Change Password” from the menu after logging in.

(1) Change Password

Click “Change Password” from the menu and proceed to the “Update Password Screen”.

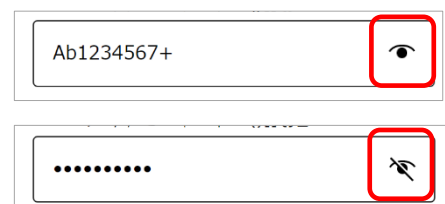


Menu Screen

(2) Set new password

Set your new password.

Click the “eye icon” to show or hide the entered password.



Eye icon (Show/Hide)

- Current password

Enter your current account password.

- New password

Enter your new password.

The password must be 10 characters or more and must contain a combination of uppercase Latin alphabet, lowercase Latin alphabet, numerical values, and symbols.

The following symbols are allowed to be used in the password.

+ - * / = . , ; ' ` @ ! # \$ % ? | ~ ^ () [] { } _

E.g.: Ab1234567+

- Confirm New Password

Enter the same content as the “New password” you entered for confirmation.

Confirm your input and click “Update”.

To cancel operation, click “Back” to return to the “Home Screen”

(3) Password update complete

A message “Your password has been updated” will be displayed.

Click “Back to Home” to return to the “Home Screen”.

Visit Japan Web

Update password

Set new password

Current password Required

New password Required

- 10 characters or more
- Combination of uppercase Latin alphabet + lowercase Latin alphabet + numerical values + symbols
- The following symbols are allowed to be entered in the password

+ - * / = . , ; ' ` @ ! # \$ % ? | ~ ^ () [] { } _

Confirm New Password Required

Back Update

Update Password Screen

Visit Japan Web

Update password

Set new password

Your password has been updated.

Back to Home

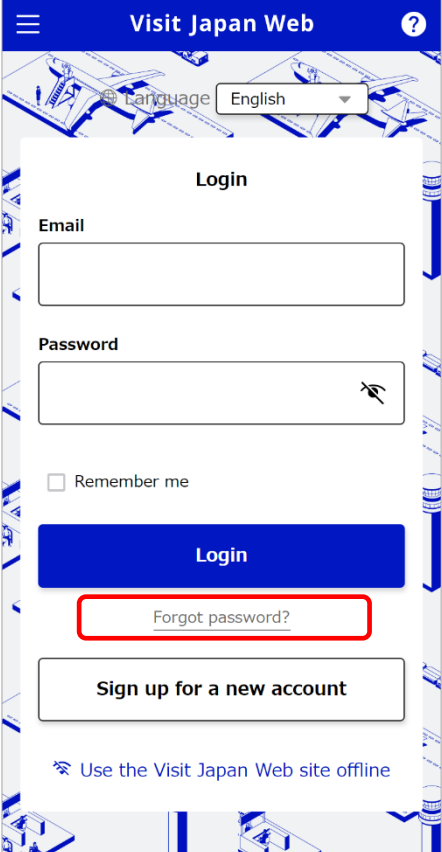
Update Password Completion Dialog

2-4 Resetting Password

If you forget your password, reset the password. Initialize the password from “Forgot password?” on the login screen.

(1) Password reset

Click “Forgot password?” and proceed to “Reset Password - Email Screen”.



Visit Japan Web

Language English

Login

Email

Password

☐ Remember me

Login

[Forgot password?](#)

Sign up for a new account

[Use the Visit Japan Web site offline](#)

Login Screen

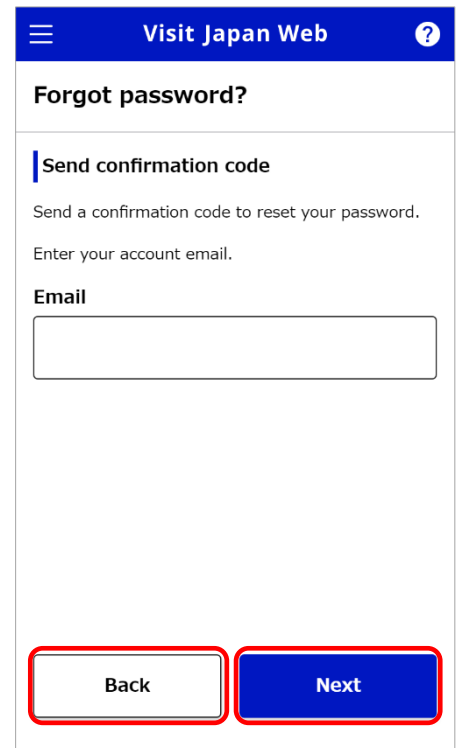
(2) Send confirmation code

Send a confirmation code to reset your password.

- Contact Email

Enter your account email address.

Confirm the input Contact Email, and click “Next”.
To cancel operation, click “Back” to return to the “Login Screen”.



Visit Japan Web ?

Forgot password?

Send confirmation code

Send a confirmation code to reset your password.

Enter your account email.

Email

Back Next

**Reset Password
Email Screen**

(3) Confirm email

A confirmation code will be sent to the email address you entered in “(2) Send confirmation code”.

If you can't find the confirm email, please check “here”.

Keep this screen open until the authentication check is complete.

Closing the screen will cause the sent confirmation code to become invalid.

If you have closed the screen, you will need to go back to “(2) Send confirmation code” and issue a new confirmation code.

- Enter confirmation code

Enter the confirmation code sent to your email address.

- New password

Enter your new password.

The password must be 10 characters or more and must contain a combination of uppercase Latin alphabet, lowercase Latin alphabet, numerical values, and symbols.

The following symbols are allowed to be used in the password.

+ - * / = . , ; ' ` @ ! # \$ % ? | ~ ^ () [] { } _

E.g.: Ab1234567+

Click the “eye icon” to show or hide the entered password.

- Please enter your new password again.

Enter the same content as the “New password” you entered for confirmation.

Confirm that all of the required fields have been entered, then click “Reset”. To cancel input, click “Back” and go back to the “Reset Password - Email Screen”.

If the confirmation code is not input successfully, the confirmation code can be reissued through the flow described below.

(Re-issue confirmation code)

Please return to the Login Screen and try again.

(How to return to the Login Screen)

Press Visit Japan Web, which is displayed at the top of the screen.

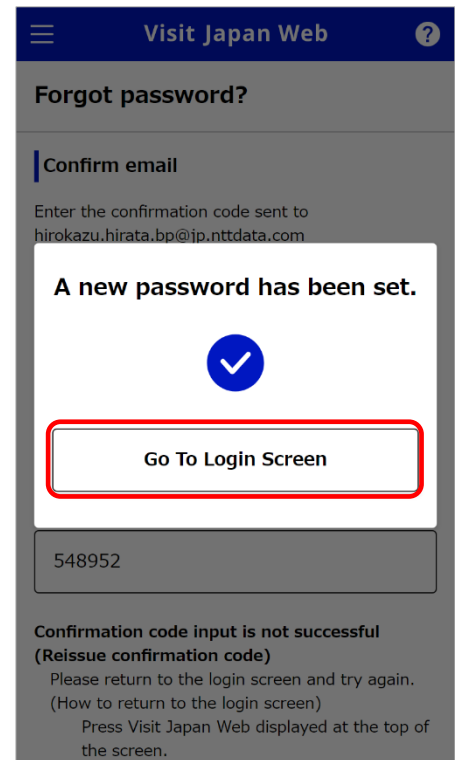
Forgot Password Confirmation Code/Password Screen

Eye icon (Show/Hide)

(4) Password setting complete

"A new password has been set" will be displayed.

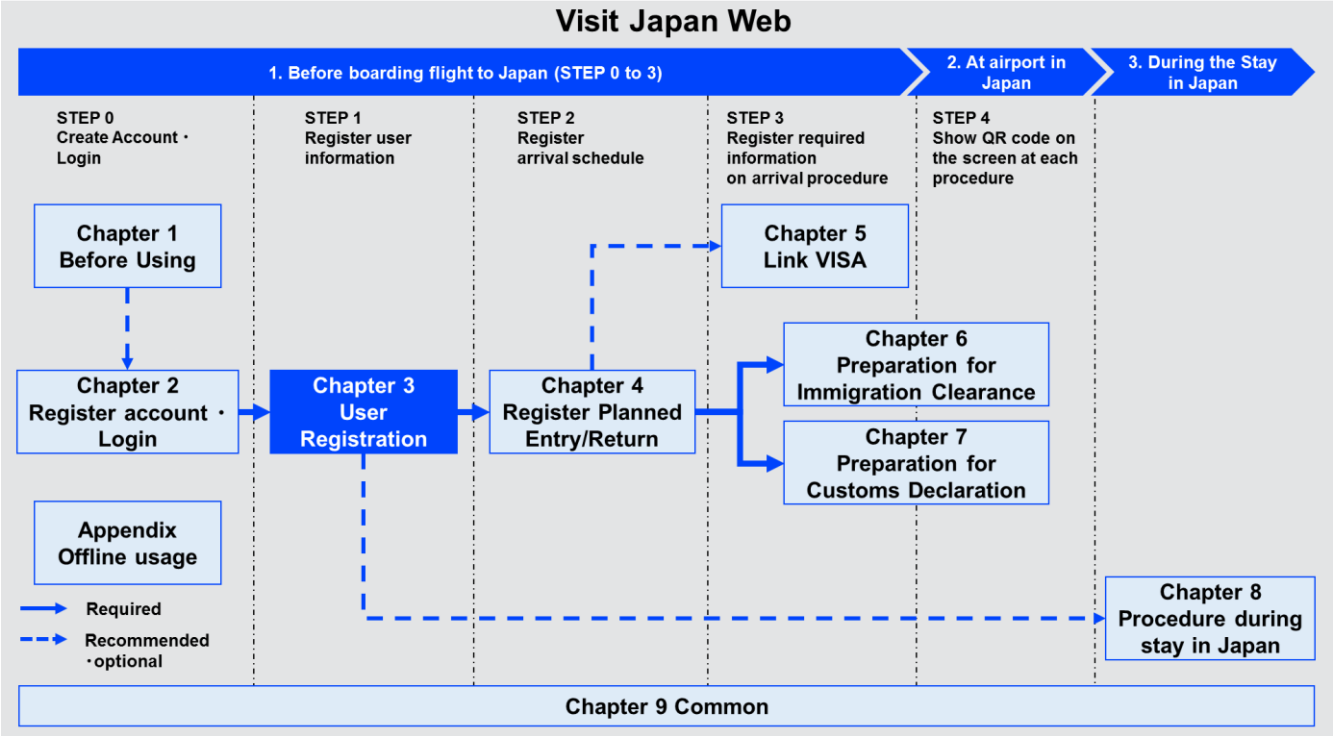
Click "Go to login screen", and proceed to the "Login Screen".



**Reset Password - Reset
Completion Dialog**

Chapter 3 User Registration

The position of this chapter in the overall system is indicated by blue highlighting.



System Overview

3-1 Registration of Your Details

Register details if you use Visit Japan Web. Register your details here.

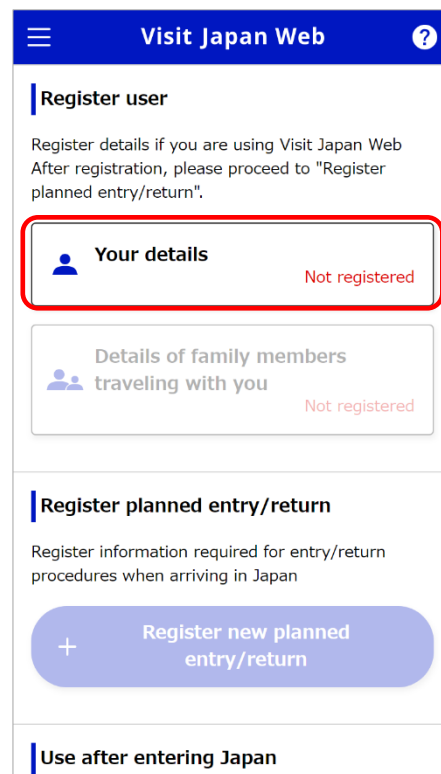
(1) Your Details

Click “Your Details” on the “Home Screen”, and register your details using Visit Japan Web.

* The status changes from “Not registered” to “Registered” when you complete the registration of your details, and if the remaining length of your passport is less than 6 months, “Check remaining length of passport” is displayed.

If your passport has expired, “Passport expired” is displayed.

Click “Your Details” and proceed to the “Your Details - Entry/Return Procedures Category Screen”.



Home Screen

(2) Entry/return procedure category

Specify your entry/return procedure category.

- Japanese government-issued passport confirmation

Select “Yes” if you have a Japanese government-issued passport. Select “No”, if you do not.

- Re-entry permit confirmation

If you answered “No” to the question described above, please answer this question.

If you live in Japan and will enter Japan with a re-entry permit, including a special re-entry permit, select “Yes”. If none of the items described above applies and if you have a Japanese government-issued passport, select “No”.


“No” is selected by default.

- Check Use of Tax-free Procedures

If you answered “No” to the question described above, please answer this question.

Select “Yes” if you will use a Tax-free QR Code, or “No” if you will not.

Confirm that required items have been selected, then click “Next”. To cancel operation, click “Back” to return to the “Home Screen”.



**Your Details - Entry/Return
Procedure Category Screen**

(3) Select registration method

Specify your passport details registration method.

* This screen is not shown when responding “Yes” to “Will you use a Tax-free QR Code?” in the “(2) Entry/return procedure category”.

- Passport Details Select Registration Method

Select “Scan with camera” to scan your passport details with OCR, or “Enter information yourself” to enter details yourself.

“Scan with camera” is selected by default.

This method is recommended as it makes entering details easier.

Confirm that required items have been selected, then click “Next”. To cancel operation, click “Back” to return to the “Your Details - Entry/Return Procedure Category Screen”.

Visit Japan Web

Your details

< Back 2/5 pages Next >

Select registration method

Passport details registration method
Required

☒ Scan with camera Recommended

☐ Enter information yourself

Please have your passport ready to scan it with the camera

Back Next

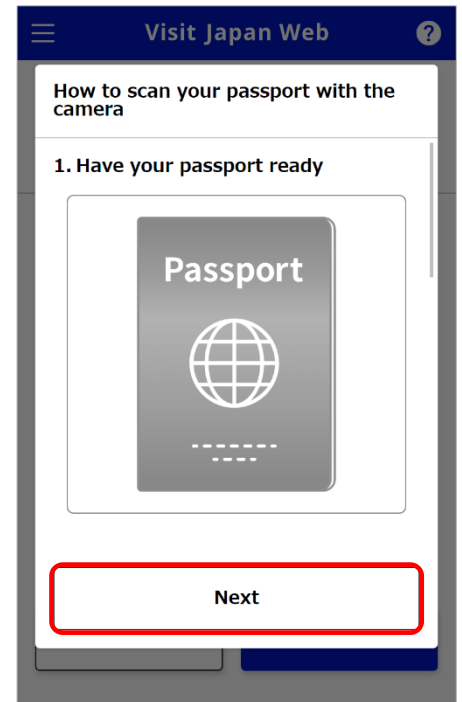
**Your Details
Select Registration Method
Screen**

(4) How to scan your passport with the camera

The method for scanning your passport details with OCR is displayed.

* This screen is not shown when responding “Enter information yourself” to “Passport Details Select Registration Method” in “(3) Select registration method”.

After confirming the details, click “Next” to proceed to the “Your Details OCR Scanned Selection Screen”.



**Your Details
How to Scan Your Passport
with the Camera Dialog**

(5) OCR scan

Scan your passport with the camera.

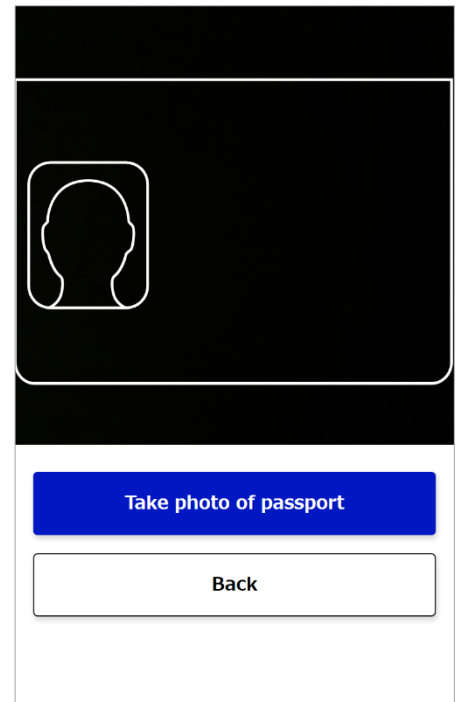
* This screen is not shown when responding “Enter information yourself” to “Passport Details Registration Method” in “(3) Select registration method”.

- Take photo of passport

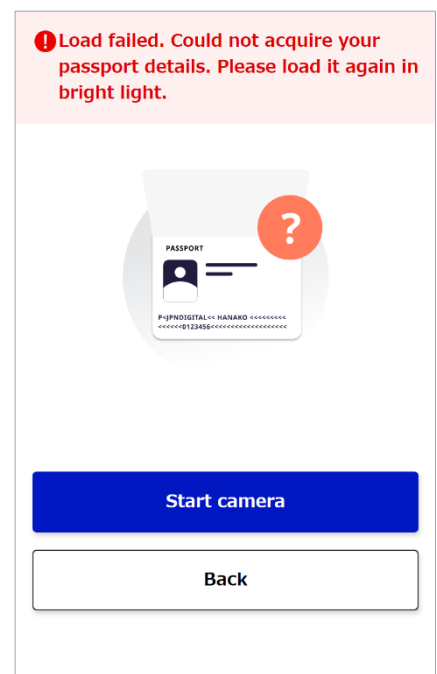
Align your passport with the white guide frame shown on the screen, and click “Take photo of passport”.

The scan might not complete successfully due to reflected light or the way the passport is aligned with the guide frame. If the scan fails, click “Start camera” and try scanning your passport again.

If the OCR is successful, the app will proceed to the “Your Details - Passport Details Screen”.



**Your Details
OCR Scan Screen**



Start Camera Screen

(6) Passport details entry

Enter your passport details.

* If you have scanned your passport in “(5) OCR Scan” Screen”, the scanned details are filled automatically for each item.

Check that the automatically entered details are correct. If there is a mistake, scan your passport again, or correct the details manually.

- Passport number

Enter using uppercase Latin alphabet and numerical values only.
E.g.: ZZ123456

- Surname

Enter your family name within 39 characters.
Enter using uppercase Latin alphabet, numerical values, and symbols.
E.g.: DIGITAL

- Given name

Enter your given name within 39 characters.
Enter using uppercase Latin alphabet, numerical values, and symbols.
E.g.: HANAKO

- Nationality

Select the “Nationality” from the drop-down list.

* This cannot be changed from “Japan” if you have selected “Yes” in “(2) Entry/return procedure category - Japanese government-issued passport confirmation”.

To select a foreign nationality, go back to the “Your Details - Entry/Return Procedure Category Screen” and change your selection.

The screenshot shows the 'Visit Japan Web' app interface. At the top is a blue header with a hamburger menu icon, the text 'Visit Japan Web', and a question mark icon. Below the header is a white section titled 'Your details' with a progress bar. The progress bar has a blue segment on the left and a grey segment on the right, with '< Back' on the left, '3 / 5 pages' in the center, and 'Next >' on the right. The main content area is titled 'Passport details' and contains four required fields: 'Passport number Required' with a hint 'Check that the passport number is correct' and an example 'E.g.: AB1234567'; 'Surname Required' with an example 'E.g.: DIGITAL'; 'Given name Required' with an example 'E.g.: HANAKO'; and 'Nationality Required' with a dropdown menu showing a hyphen. Below these fields is a decorative wavy line. At the bottom are two buttons: a white 'Back' button with a red border and a blue 'Next' button with a red border.

**Your Details -Passport
Details Screen**

- Date of birth

When you select the calendar icon, a calendar will be displayed to select your date of birth.

“1960/01/01” is entered by default.

When you use a PC, the calendar option may not appear.

In that case, enter the date directly (mm/dd/yyyy).

E.g.: 01/01/1980

If you don't know your date of birth, please check “Date of birth unknown”.

If you select “Date of birth unknown”, the following items will be displayed.

- Birth year

Select the “birth year” from the drop-down list.

If you don't know, select “Unknown”.

- Birth month

Select the “birth month” from the drop-down list.

If you don't know, select “Unknown”.

- Birth day

The “Birth day” is set to “Unknown”.

Date of birth Required

mm/dd/yyyy

☐ Date of birth unknown ⓘ

Date of birth Required

☒ Date of birth unknown ⓘ

● **Details of date of birth unknown**

Birth year

Unknown

Birth month

Unknown

Birth day

Unknown

Back **Next**

Your Details
Passport Details Screen

- Date of expiry

When you select the calendar icon, a calendar will be displayed to select the date of expiry.

- Photo of face

The OCR scanned photo of your face is shown when responding “Yes” to “Will you use a Tax-free QR Code?” in the “(2) Entry/return procedure category”.

Confirm that required fields have been entered, then click “Next”.

To cancel operation, click “Back” to return to the “Your Details - Entry/Return Procedure Category Screen” or “Your Details OCR Scanned Selection Screen”.

The screenshot shows a form titled "Your Details Passport Details Screen". It has two main sections. The first section is "Date of expiry" with a red "Required" label. It contains a text input field with the placeholder "yyyy/mm/dd" and a calendar icon. The second section is "Photo of face". It contains the text: "To use the Tax-free QR Code, you must register the photo of face", "Please scan your passport to register the photo of face", and "Not registered". At the bottom, there are two buttons: "Back" (white with a red border) and "Next" (blue with a red border).

**Your Details
Passport Details Screen**

* If the remaining length of your passport is less than 6 months, a warning message is shown corresponding to the remaining length. Confirm the remaining length and click “Next”.

The screenshot shows a dialog box titled "Passport Date of Expiry Details Dialog". It contains a warning message: "The remaining length of your passport is less than 3 months. You are advised to check the date to ensure that it does not interfere with your travel plans." Below the message is a warning icon (a triangle with an exclamation mark). At the bottom, there is a "Next" button.

**Passport Date of Expiry
Details Dialog**

(7) Intended address in Japan (optional)

This item is optional, but if you have an address in Japan or a place you stay frequently, it is recommended to enter the intended address in Japan as this can be displayed in “4-1 Registering Planned Entry/Return” with the information entered first.

However, if your accommodation in Japan is different each time you enter and return to Japan, it is recommended that you leave this field blank and proceed to “Confirm entered details” without entering this item.

* This screen is not shown when responding “No” to “Japanese government-issued passport confirmation” and “Re-entry permit confirmation” in (2) Entry/return procedure category”.

- Postal code

Enter using numerical values only. (hyphen not required)
After entering postal code and selecting the “Enter automatically using postal code” button, if there is an address associated with the entered postal code, its prefecture and city name will be automatically set on the “Prefecture” input field and the “City” input field.

- Prefecture

Select “Prefecture” from the drop-down list.

- City

Select “City” from the drop-down list.

- Address

Enter using uppercase Latin alphabet, numerical values, and symbols.

E.g.: ZZ CHO 1CHOME-2-345

- Hotel name, place of stay

Enter using uppercase Latin alphabet, numerical values, and symbols.

E.g.: ZZ APARTMENT 123

- Contact phone number

Enter using numerical values only. (hyphen not required)

E.g.: 0312345678

Confirm that each field has been entered or that no entry is required, then click “Confirm entered details”.

To cancel operation, click “Back” to return to the “Your Details - Passport Details Screen”.

Visit Japan Web ?

Your details

< Back 4/5pages Next >

Intended address in Japan (optional)

Even if this page is left blank, you can proceed to confirm the input details.

If you live in Japan, or if you have a place to stay or a hotel that you frequently use, registering this place will make it easier to input information in subsequent procedures.

Postal code
hyphen not required
E.g.: 1020094
Enter automatically using postal code

Prefecture
-

City
-

Address
E.g.: ZZ CHO 1CHOME-2-345

Hotel name, place of stay
E.g.: ZZ APARTMENT 123

Contact phone number
hyphen not required
E.g.: 09012345678

Back Confirm entered details

**Your Details
Intended Address in Japan
Screen**

(8) Entered Details Confirmation

Confirm the entered details.

If you want to edit the entered details, you can edit the corresponding items by clicking the "Edit" button.

Note that if you have edited details that you have already registered, the following message is also displayed.

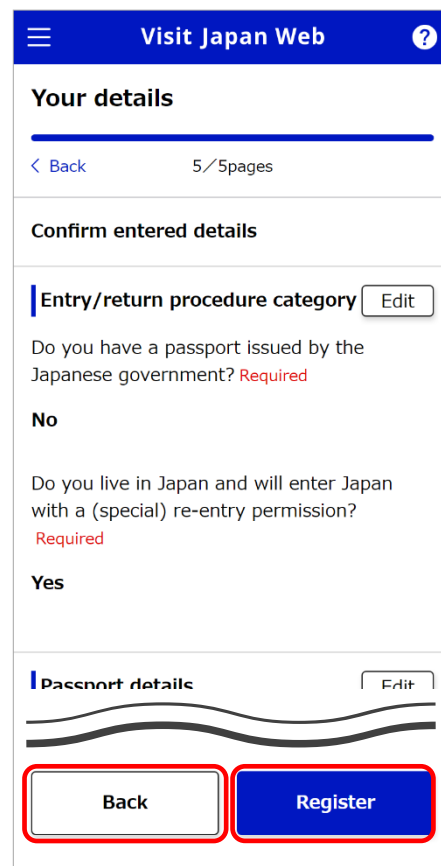
"If you edit passport details, the QR code generated during immigration clearance and customs declaration procedures will not be automatically updated.

Please update various QR codes after registering the details you have edited."

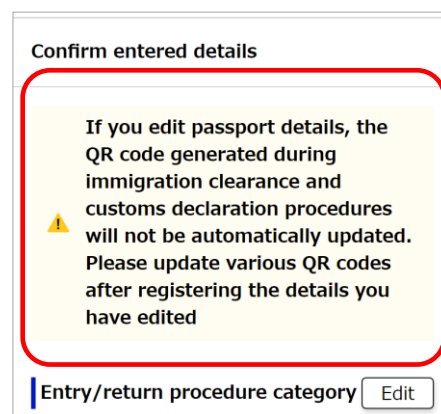
Confirm that the entered details are correct, and click "Register".

To cancel operation, click "Back" to return to the "Your Details - Intended Address in Japan Screen".

In addition, when transitioning from the "Home Screen", it will return to the "Home Screen".



**Your Details
Entered Details
Confirmation Screen**



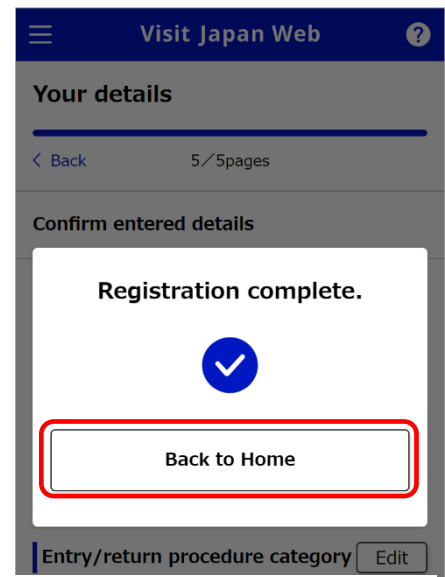
**Message Prompting Re-
registration**

(9) Your details entry completion

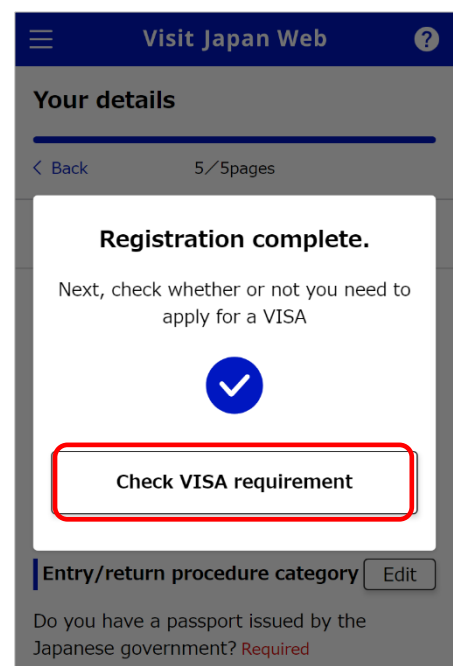
A message “Registration complete.” is displayed when registration is completed.

When responding “Yes” to “Japanese government-issued passport confirmation” or “Re-entry permit confirmation” in “(2) Entry/return procedure category,” **click “Back to Home” to return to the “Home Screen”**.

When responding “No” to “Re-entry permit confirmation” in the “(2) Entry/Return Procedure Category”, **click “Check VISA requirement” and go to the “VISA Details Screen”**.



**Your Details
Registration Completion
Dialog**



**Your Details
Registration Completion
(VISA Details) Dialog**

(10) Check VISA details

* This screen is not shown when responding “Yes” to “Japanese government-issued passport confirmation” or “Re-entry permit confirmation” in the “(2) Entry/return procedure category”.

- Check need of VISA to enter

Select “Yes” if you have a VISA. Select “No”, if you do not.

If you select “No”, a website will be shown so you can check whether or not you need a VISA to enter Japan.

Check the VISA details, and click “Back to Home” to return to the “Home screen”.

Visit Japan Web

?

Check VISA details

Questions

Do you have a VISA to enter Japan?

☐ Yes

☒ No

Guidance

Check whether or not you need a VISA to enter Japan. Check your VISA requirements using the following site.

VISA Information | Ministry of Foreign Affairs of Japan

Back to Home

Check VISA details

(11) When Disembarkation Card For Foreigner is not applicable

If you select “Yes” on the “Your Details- Entry/Return Procedure Category Screen” (Japanese citizens and foreigners re-entering), the “Disembarkation card For Foreigner” is grayed out on the “Japan Entry/Return Procedures Screen”, and information registration is not required.

Visit Japan Web

Japan entry/return procedure

XXX Travel
2023/06/12

[Edit plan](#) [Delete](#)

Applicant

DIGITAL HANAKO

Please switch the applicant and prepare the procedures for everyone

[Selection of family members](#)

Preparation for immigration clearance

Japanese citizens and foreigners with a re-entry permission do not need to fill this in.

Disembarkation Card For Foreigner Excluded

[Display QR code](#)

Preparation for customs declaration

Declaration of Personal Effects and Unaccompanied Articles Not registered

[Display QR code](#)

[Back](#)

**Japan Entry/Return
Procedure Screen**

(12) JNTO official global website

When responding “Yes” to “Japanese government-issued passport confirmation” or “Re-entry permit confirmation” in the “Your Details - Entry/Return Procedure Category Screen,” a link to the JNTO official global website is not displayed.

The screenshot displays the 'Visit Japan Web' interface. At the top, a blue header contains a menu icon, the title 'Visit Japan Web', and a help icon. Below the header, the 'Register user' section provides instructions and shows two status boxes: 'Your details' (Registered) and 'Details of family members traveling with you' (Not registered). The 'Register planned entry/return' section shows a recent planned entry for 'XXX Travel' with a date of 2023/06/30, a link for 'All entry/return schedule', and a large blue button to 'Register new planned entry/return'. The 'Use after entering Japan' section includes a link for 'Procedure during stay in Japan' and a red-bordered box containing a link to the 'Japan official travel guide' and the JNTO logo.

Visit Japan Web

Register user

Register details if you are using Visit Japan Web
After registration, please proceed to "Register planned entry/return".

Your details Registered

Details of family members traveling with you Not registered

Register planned entry/return

Register information required for entry/return procedures when arriving in Japan

Most recent planned entry

XXX Travel
Planned arrival date in Japan : 2023/06/30

[All entry/return schedule](#)

Register new planned entry/return

Use after entering Japan

Register details required for functions that can be used during your stay in Japan

Procedure during stay in Japan

Japan official travel guide
[Official guide for travelling Japan](#) · **JNTO**

Home Screen

3-2 Editing Your Details

If you have already registered your details with “3-1 Registration of Your Details”, you can edit your details.

(1) Your Details

Click “Your Details” on the “Home Screen”,
and edit your details using Visit Japan Web.

**Click “Your Details” and proceed to the
“Your Details Entered Details Confirmation Screen”.
For editing, refer to “(2) Entry/return procedure category”
to “(10) Check VISA details” in
“3-1 Registration of Your Details”.**

The screenshot shows the 'Visit Japan Web' interface. At the top is a blue header with a menu icon, the text 'Visit Japan Web', and a help icon. Below the header, the 'Register user' section is visible, with instructions to register details. The 'Your details' button, which includes a person icon and a 'Registered' status, is highlighted with a red rectangular box. Below this is a button for 'Details of family members traveling with you' with a 'Not registered' status. The 'Register planned entry/return' section follows, showing a 'Most recent planned entry' for 'XXX Travel' with a planned arrival date of 2023/06/30, and a button for 'All entry/return schedule'. At the bottom of this section is a large blue button with a plus sign and the text 'Register new planned entry/return'. The 'Use after entering Japan' section is at the bottom, with instructions and a button for 'Procedure during stay in Japan'. At the very bottom, there is a link to the 'Japan official travel guide' and the JNTO logo.

Home Screen

3-3 Register Family Members Traveling with You

If you have already registered your details with "3-1 Registration of Your Details", you can register details for family members traveling with you.

(1) Details of family members traveling with you

Click "Details of family members traveling with you" on the Home Screen, and register the details of family members traveling with you using Visit Japan Web.

* Registering details of one family member traveling with you changes the status from "Not registered" to "1 persons already registered". This number changes depending on the number of people registered. If there are people with an expired passport, "Passport expired" is displayed.

If there are no people with an expired passport, but the remaining length of their passport is less than 6 months, "Check remaining length of passport" is displayed.

Click "Details of family members traveling with you" and proceed to the "Details of Family Members Traveling with You - Add/Edit/Delete Screen".

(2) Add family members traveling with you

Add the details of family members traveling with you use Visit Japan Web.

You can register up to 10 family members traveling with you.

Entry and return procedures will be processed one person at a time.

Those who are unable to complete procedures alone, such as babies and infants, can be registered as family members traveling with you.

One immigration document is required per person.

Click "Add".

Home Screen

**Details of Family Members
Traveling with You
Add/Edit/Delete Screen**

(3) Copy details from substitute

Details registered by substitute can be used for registering family members traveling with you.

To use them, select the details registered by substitute.

If there are no details to use, select “Proceed to registration without using details”.

* For details on how to use the substitute entry function, refer to the [Visit Japan Web Instruction Manual \(Substitute Entry\)](#).

* This screen is not shown when there are no details registered by substitute.

Click “Next” to proceed to the “Details of Family Members Traveling with You - Entry/Return Procedure Category Screen”

(4) Entry/return procedure category

Enter this in the same procedure as “3-1 Registration of Your Details”

(5) Select registration method

Enter this in the same procedure as “3-1 Registration of Your Details”

* This screen is not shown when selecting details registered by substitute.

(6) How to scan your passport with the camera

Enter this in the same procedure as “3-1 Registration of Your Details”

(7) OCR scan

Enter this in the same procedure as “3-1 Registration of Your Details”

(8) Passport details entry

Enter this in the same procedure as “3-1 Registration of Your Details”

**Details of Family Members
Traveling with You
Select Family Members
Traveling with You**

(9) Entered Details Confirmation

Confirm the entered details.

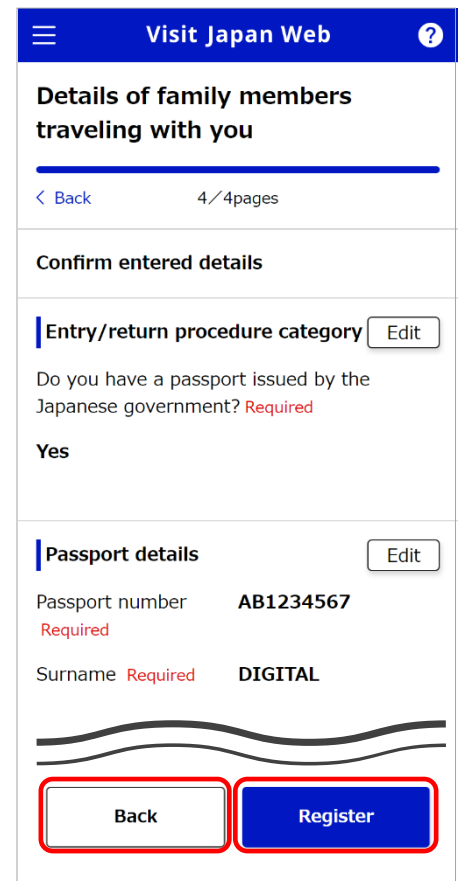
If you want to edit the entered details, you can edit the corresponding items by clicking the “Edit” button.

Note that if you have edited details of family members traveling with you that you have already registered, the following message is also displayed.

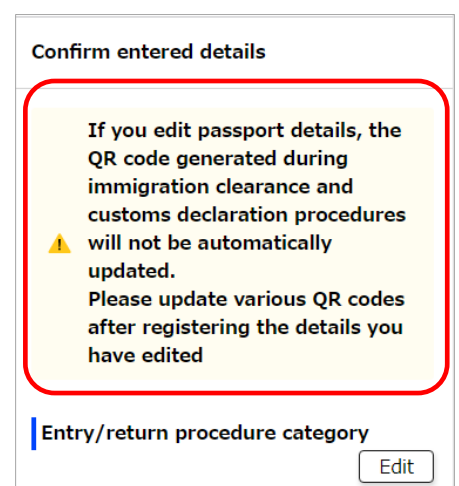
"If you edit passport details, the QR code generated during immigration clearance and customs declaration procedures will not be automatically updated.
Please update various QR codes after registering the details you have edited"

Confirm that the entered details are correct, and click “Register”.

To cancel operation, click “Back” to return to the “Details of Family Members Traveling with You - Passport Details Screen”.



Details of family members traveling with you - Entered Details Confirmation Screen

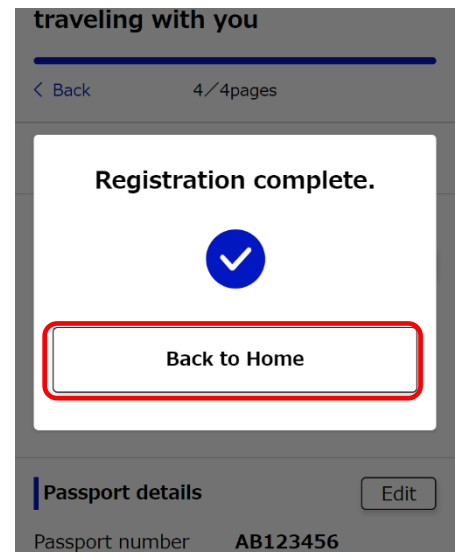


Message Prompting Re-registration

- (10) Entering details about family members traveling with you complete

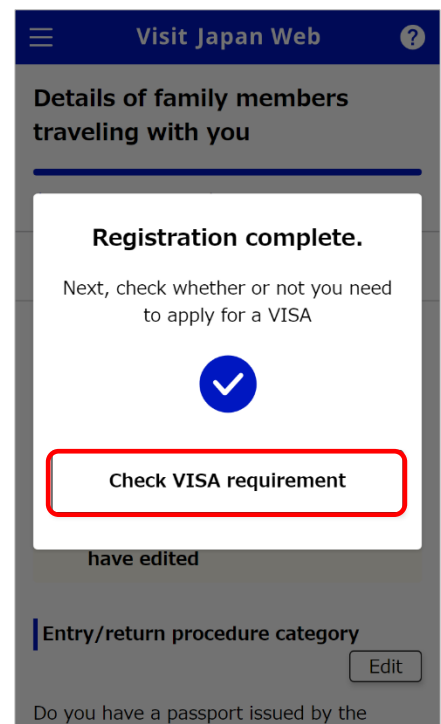
A message "Registration complete" is displayed when registration is completed.

When responding "Yes" to "Japanese government-issued passport confirmation" or "Re-entry permit confirmation" in the "(4) Entry/return procedure category", **click "Back to Home" to return to the "Home Screen"**.



Details of family members traveling with you - Registration Completion Dialog

When responding "No" to "Re-entry permit confirmation" in the "(4) Entry/Return Procedure Category", **click "Check VISA requirement" and go to the "VISA Details Screen"**.



Details of Family Members Traveling with You Registration Completion (VISA Details) Dialog

- (11) Check VISA details

Enter this in the same procedure as "3-1 Registration of Your Details"

3-4 Editing Details of Family Members Traveling with You

If you have already registered your details with “3-1 Registration of Your Details”, and have already registered your details, you can edit details of family members traveling with you.

(1) Details of family members traveling with you

Click “Details of family members traveling with you” on the Home Screen, and edit the details of family members traveling with you Visit Japan Web.

Click “Details of family members traveling with you” and proceed to the “Details of Family Members Traveling with You- Add/Edit/Delete Screen”.

Visit Japan Web

Register user

Register details if you are using Visit Japan Web
After registration, please proceed to "Register planned entry/return".

Your details ✓ Registered

Details of family members traveling with you ✓ 1 persons already registered

Register planned entry/return

Register information required for entry/return procedures when arriving in Japan

Most recent planned entry

XXX Travel
Planned arrival date in Japan :
2023/04/20

All entry/return schedule

Home Screen

(2) Edit family members traveling with you

Edit the details of family members traveling with you who use Visit Japan Web.

Entry and return procedures will be processed one person at a time.

Those who are unable to complete procedures alone, such as babies and infants, can be registered as family members traveling with you.

One immigration document is required per person.

Click on the details of family members traveling with you that you want to edit and proceed to the “Details of Family Members Traveling with You - Entry/Return Procedure Category Screen”.







For editing, refer to “(4) Entry/Return Procedure Category” to “(11) Check VISA Details” in “3-2 Register Family Members Traveling with You”.

Visit Japan Web

Details of family members traveling with you

Add/edit/delete

Entry and return procedures will be processed one person at a time.
Those **who are unable to complete procedures alone, such as babies and infants**, can be registered as family members traveling with you.
One immigration document is required per person.

DIGITAL TARO		
DIGITAL JIRO		
DIGITAL HANAKO		

+ add

*Up to 10 people can be added

Back to Home

**Details of Family Members
Traveling with You
Add/Edit/Delete Screen**

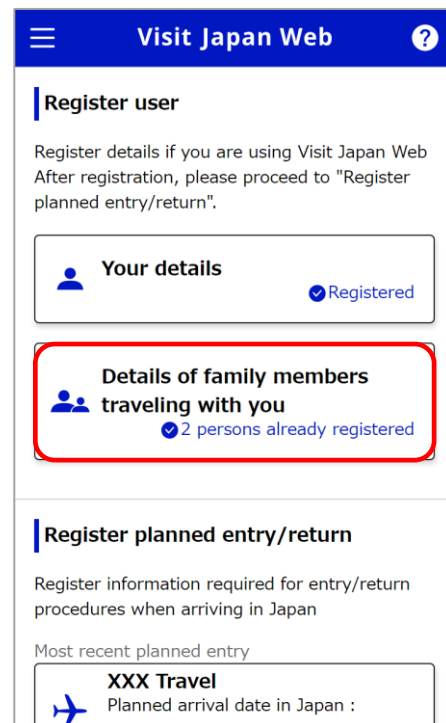
3-5 Delete Details of Family Members Traveling with You

If you have already registered your details with “3-1 Registration of Your Details ”, and have already registered your details, you can delete details of family members traveling with you.

(1) Details of family members traveling with you

Click “Details of family members traveling with you” on the Home Screen, and delete the details of family members traveling with you on Visit Japan Web.

**Click “Details of family members traveling with you”,
and proceed to the “Details of Family Members
Traveling with You- Add/Edit/Delete Screen”.**

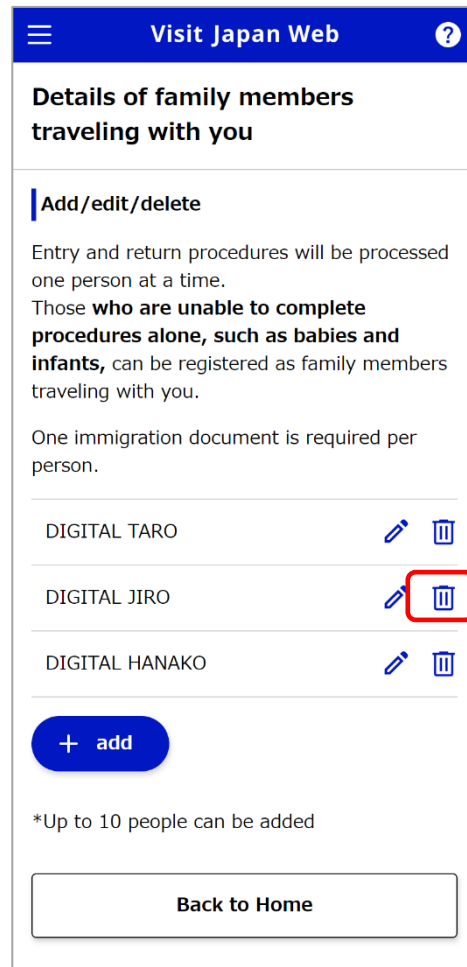


Home Screen

(2) Delete family members traveling with you

Delete the details of family members traveling with you who use Visit Japan Web.

On the "Details of Family Members Traveling with You- Add/Edit/Delete Screen", Click the "Delete button" of the details of family members traveling with you that you want to delete.









Visit Japan Web

Details of family members traveling with you

Add/edit/delete

Entry and return procedures will be processed one person at a time.
Those **who are unable to complete procedures alone, such as babies and infants**, can be registered as family members traveling with you.

One immigration document is required per person.

DIGITAL TARO		
DIGITAL JIRO		
DIGITAL HANAKO		

+ add

*Up to 10 people can be added

Back to Home

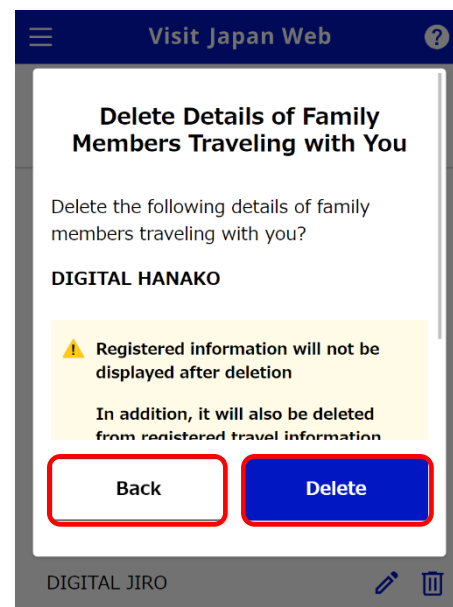
**Details of Family Members
Traveling with You
Add/Edit/Delete Screen**

(3) Delete confirmation dialog

The “Delete confirmation dialog” will be displayed.

Check that there are no errors in the “Details of family members traveling with you”.

If you want to delete your “Details of family members traveling with you,” click “Delete”.
To cancel the deletion, click “Back” to return to the “Details of Family Members Traveling with You- Add/Edit/Delete Screen”.

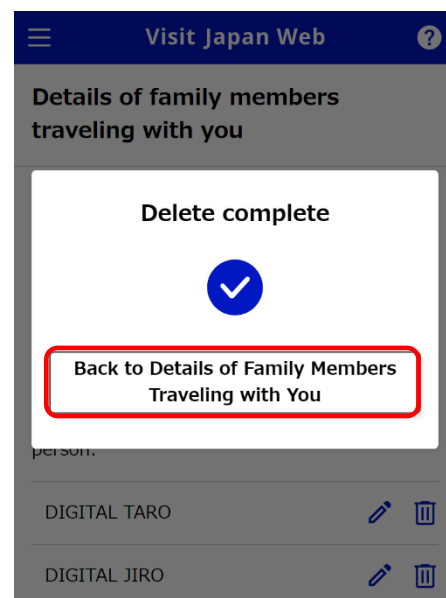


Delete Details of Family Members Traveling with You - Delete Confirmation Dialog

(4) Delete Complete Dialog

A message “Delete complete” is displayed

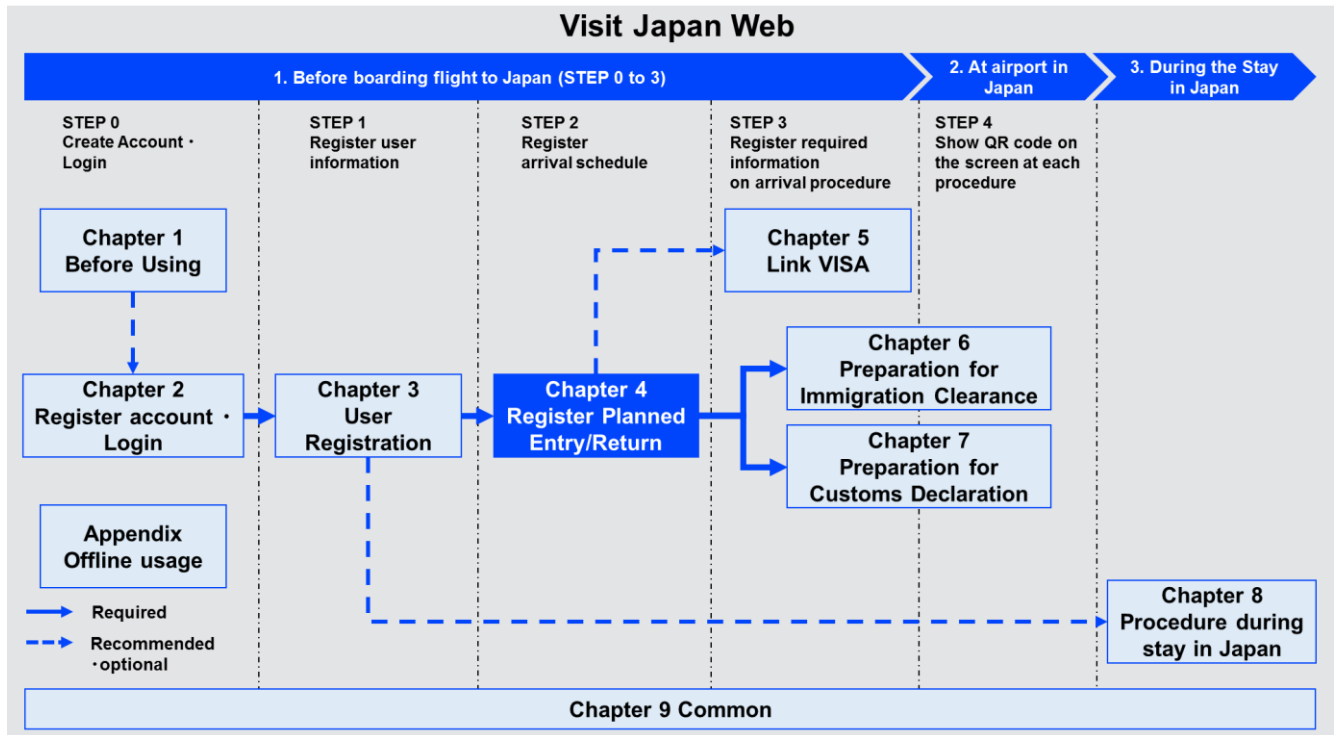
Click “Back to Details of Family Members Traveling with You” to return to the “Details of Family Members Traveling with You- Add/Edit/Delete Screen”.



Delete Details of Family Members Traveling with You - Delete Complete Dialog

Chapter 4 Registering Planned Entry/Return

The position of this chapter in the overall system is indicated by blue highlighting.



System Overview

4-1 Registering Planned Entry/Return

Here you will register information required for entry/return procedures when arriving in Japan.

(1) New registration of planned entry/return

Click “Register new planned entry/return” on the “Home Screen” and proceed to “Register planned entry/return - Planned Entry/Return Screen”.

You can register up to 100 schedules for planned entry/return.

To check a registered plan, click “All entry/return schedule” to go to “All entry/return schedule”.

The screenshot shows the 'Visit Japan Web' interface. At the top is a blue header with a hamburger menu icon, the text 'Visit Japan Web', and a help icon. Below the header, there are three main sections. The first section, 'Register user', includes instructions and two buttons: 'Your details' (with a person icon and a 'Registered' status) and 'Details of family members traveling with you' (with a family icon and a status of '1 persons already registered'). The second section, 'Register planned entry/return', includes instructions, a 'Most recent planned entry' card for 'XXX Travel' with a planned arrival date of 2023/06/30, a button for 'All entry/return schedule', and a large blue button with a white plus sign and the text 'Register new planned entry/return'. The third section is 'Use after entering Japan'.

Home Screen

This is a close-up of the 'Register planned entry/return' section from the previous screenshot. It shows the instructions, the 'Most recent planned entry' card for 'XXX Travel' (2023/06/30), the 'All entry/return schedule' button (highlighted with a red rectangle), and the 'Register new planned entry/return' button (highlighted with a red oval).

(2) All entry/return schedule

All entry/return schedules are displayed.

Select the newest/oldest planned arrival date from the drop-down list to change the displayed order.

Select the planned entry/return you want to check, and proceed to “Japan Entry/Return Procedure”.

To skip checking the planned entry/return, click “Back to Home” to return to the Home screen.

Visit Japan Web

All entry/return schedule

Register information required for entry/return procedures when arriving in Japan
Total 22 details 1/3 pages

Newest planned arrival date ▼

✈	XXX Travel Planned arrival date in Japan : 2023/10/24
✈	XXX Travel Planned arrival date in Japan : 2023/09/22
✈	XXX Travel Planned arrival date in Japan : 2023/09/13
✈	XXX Travel Planned arrival date in Japan : 2023/09/13

< < > >

Back to Home

All Entry/Return Schedule

(3) Copy entry/return details

To register new details, registered entry/return details can be copied.

① Copy registered details from travel agent

To copy details registered by substitute, select the applicable details from the “Copy registered details from travel agent” category.

* For details on how to use the substitute entry function, refer to [Visit Japan Web Instruction Manual \(Substitute entry\)](#).

② Copy VISA details

- If VISA details cannot be used

Choices are not shown when responding “Yes” to “Japanese government-issued passport confirmation” or “Re-entry permit confirmation” in the “(2) Entry/return procedure category” of “3-1 Registration of Your Details”.

- If VISA details can be used

Choices are shown when responding “No” to “Re-entry permit confirmation” in the “(2) Entry/return procedure category” of “3-1 Registration of Your Details”.

③ Copy registered entry/return details

To copy details registered in the past, select the applicable details from the “Copy registered entry/return details” category.

To skip using details in ① to ③ above, select “Proceed to registration without copying details”.

Choices ① and ③ are not shown when there are no details available.

Confirm that required items have been selected, then click “Next”.

If a travel agent or registered details are selected, proceed to “[\(4\) Check entry/return details](#)”.

If “Copy details from VISA application” is selected, proceed to “[\(5\) Enter VISA issue number](#)Issue number”.

If “Proceed to registration without copying details” is selected, proceed to “[\(6\) Planned entry/return](#)”.

To cancel registration, click “Back” to return to the “Home Screen”.

The screenshot shows the 'Visit Japan Web' interface for 'Register Planned Entry/Return'. The page has a blue header with the 'Visit Japan Web' logo and a question mark icon. Below the header, the title 'Register Planned Entry/Return' is displayed. The main content area is titled 'Copy entry/return details' and includes a red 'Required' label. A sub-header 'Copy registered details? Required' is followed by the instruction: 'To copy the details, select the applicable item and press Next'. There are three main sections: 'Copy registered details from travel agent', 'VISA details', and 'Copy only the intended address in Japan from the registered entry/return details'. Each section contains a radio button and a text box with placeholder information. At the bottom, there are 'Back' and 'Next' buttons. The 'Next' button is highlighted with a red border.

Visit Japan Web ?

Register Planned Entry/Return

Copy entry/return details

Copy registered details? Required
To copy the details, select the applicable item and press Next

Copy registered details from travel agent

☐ **XXX Travel (XXX Agency)**
Planned arrival date in Japan:
2023/06/30
Data updated: 2023/06/13 (UTC)

VISA details

☐ **Copy details from VISA application**

Copy only the intended address in Japan from the registered entry/return details

☐ **XXX Travel**
Planned arrival date in Japan:
2023/06/30

☐ **●●● Travel**
Planned arrival date in Japan:
2023/06/23

☐ **Proceed to registration without copying details**

Back **Next**

**Register Planned
Entry/Return
Copy Entry/Return**

(4) Check entry/return details

Check the copied entry/return details.

* Only “Intended address in Japan” is shown if past registered entry/return details are selected.

Check the copied details, and to use them, click “Copy these entry/return details” to proceed to the “Planned Entry/Return”.

To change the copied details, click “Back” to return to the “Copy entry/return details”.

Visit Japan Web

Register Planned Entry/Return

Check entry/return details

Planned entry/return

Trip name

XXX Travel

Planned arrival date in Japan

2023/06/30

Airline company name

JL : JAPAN AIRLINES(JAL)

Flight number

1234

Intended Address in Japan

Postal code

1020094

Prefecture

TOKYO TO

City

CHIYODA KU

Address

ZZ

Hotel name, place of stay

Contact phone number

09012345678

Copy these entry/return details

Back

**Register Planned
Entry/Return
Check Entry/Return**

(5) Enter VISA issue number

Check the VISA details used as details from your VISA application.

Entering the issue number and clicking “Obtain VISA details” displays the VISA details that can be copied.

Check the copied details, and to use them, click “Copy these VISA details” to proceed to the “Planned Entry/Return”.

To skip copying the VISA details, click “Back” to return to the “Copy entry/return details”.

Visit Japan Web

Register Planned Entry/Return

Enter VISA issue number

Enter the issue number and press "Obtain VISA details"

XXXXXXXXXX

Obtain VISA details

Check VISA details

Occupation	Self-owned business
Home address (country name)	GERMANY
Planned arrival date in Japan	2023/02/22
Intended length of stay in Japan	9 Year 99 Month 99 Day
Hotel name, place of stay	ABC HOTEL
Contact phone number	03447767751234

Copy these VISA details

Back

**Register Planned
Entry/Return
Enter VISA Issue Number
Screen**

(6) Planned entry/return

Enter your planned entry/return.

- Trip name

Enter the trip name.

E.g.: New Year trip home

* If left blank, the “estimated date of arrival in Japan” will be automatically input.

- Planned arrival date in Japan

When you select the calendar mark, a calendar will be displayed to select the planned arrival date in Japan.

You can register plans up to December 31 the following year.

When you use a PC, the calendar option may not appear.

In that case, enter the date directly (mm/dd/yyyy).

Example: 01/01/2023

- Airline company name

Select the “Airline company name” from the drop-down list.

Enter the “flight number” or “boarded flight name”.

- Flight number (numbers only)

Enter using numerical values only.

E.g.: 1234

*If the airline company name is not “ZZ: OTHER AIRLINE”, this can be input.

- Boarded flight number

Enter using uppercase Latin alphabet and numerical values only.

E.g.: ZZ1234

You can enter this field when the airline company name is “ZZ: OTHER AIRLINE”.

Confirm that required fields have been entered,

then click “Next”. To cancel operation, click “Back” to return to the “Home Screen”.

To cancel operation, click “Back” to return to the “Copy Entry/Return Details Screen” or the “Home Screen”.

The screenshot shows the 'Visit Japan Web' interface for registering a planned entry/return. The title bar is blue with a hamburger menu icon, 'Visit Japan Web', and a help icon. The main heading is 'Register Planned Entry/Return'. Below it, a section titled 'Planned entry/return' contains several input fields: 'Trip name' with a description 'Adding a name to your planned entry/return makes it easier to manage multiple plans.'; 'Planned arrival date in Japan' marked as 'Required' with a date format 'yyyy/mm/dd' and a calendar icon; 'Boarded flight number' which is selected with a blue dot; 'Airline company name' marked as 'Required' with a description 'For codeshare flights, please enter the name of the main airline company name'; and 'Flight number (numbers only)' marked as 'Required' with a description 'For codeshare flights, please enter the main flight number'. At the bottom are two buttons: 'Back' and 'Next', both outlined in red.

**Register Planned
Entry/Return - Planned
Entry/Return Screen**

(7) Intended Address in Japan

Enter your intended address in Japan.

If you have already entered your intended address in Japan in “3-1 Registration of Your Details”, all fields are automatically populated. If you are a resident of Japan or have a place of stay that you frequently use in Japan, we recommend that you refer to this chapter and enter that information.

- Postal code

Enter using numerical values only. (hyphen not required)

After entering postal code and selecting the “Enter automatically using postal code” button, if there is an address associated with the entered postal code, its prefecture and city name will be automatically set on the “Prefecture” input field and the “City” input field.

- Prefecture

Select “Prefecture” from the drop-down list.

- City

Select “City” from the drop-down list.

- Address

Enter using uppercase Latin alphabet, numerical values, and symbols.

E.g.: ZZ CHO 1CHOME-2-345

- Hotel name, place of stay

Enter using uppercase Latin alphabet, numerical values, and symbols.

E.g.: ZZ HOTEL 123

- Contact phone number

Enter using numerical values only. (hyphen not required)

E.g.: 819012345678901

Confirm that required fields have been entered, then click “Next”. To cancel operation, click “Back” to return to the “Register Planned Entry/Return - Planned Entry/Return Screen”

Visit Japan Web

Register Planned Entry/Return

Intended Address in Japan

Postal code
hyphen not required

E.g.: 1020094

Enter automatically using postal code

Prefecture Required

-

City Required

-

Address Required

E.g.: ZZ CHO 1CHOME-2-345

Hotel name, place of stay

E.g.: ZZ HOTEL 123

Contact phone number Required
hyphen not required

E.g.: 819012345678901

Back Next

**Register Planned
Entry/Return - Intended
Address in Japan Screen**

(8) Select family members traveling with you

If you have family members traveling with you, select
“Family members traveling with you”

*To register details of family members traveling with you,
you will need to follow the separate procedures in “3-2
Register Family Members Traveling with You”.

*If you have not registered family members traveling with
you, the “Register Planned Entry/Return - Selection of
family members traveling with you screen” will be skipped.

Entry and return procedures will be processed one person
at a time.

Those who are unable to complete procedures alone, such
as babies and infants, can be registered as family
members traveling with you.

One immigration document is required per person.

- Select family members traveling with you
Click the check box next to the name of the family
member traveling with you.
You can select multiple family members traveling with
you.

**Confirm that family members traveling with
you have been checked, then click “Confirm
entered details” and proceed to the “Register
Planned Entry/Return - Input Confirmation
Screen”.**

**To cancel operation, click “Back” to return to
the “Register Planned Entry/Return - Intended
Address in Japan Screen”.**

Visit Japan Web

Register Planned Entry/Return

Select family members traveling with you

Entry and return procedures will be processed one person at a time.
Those **who are unable to complete procedures alone, such as babies and infants**, can be registered as family members traveling with you.

Each person requires their own entry procedure documentation.

Please select family members traveling with you.

DIGITAL HANAKO You

☒ DIGITAL TARO Family members traveling with you

Back Confirm entered details

**Register Planned
Entry/Return - Select Family
Members Traveling with You
Screen**

(9) Confirm entered details

Confirm the entered details.

If you want to edit the input contents, you can edit the corresponding items by clicking the “Edit” button.

Confirm that the input contents are correct, and click “Register plan”.

If you want to stop entering information, click “Back” and return to the "Register Planned Entry/Return - Selection of Family Members Traveling with You Screen” or " Register Planned Entry/Return - Intended Address in Japan Screen”.

Visit Japan Web

Register Planned Entry/Return

Confirm entered details

Planned entry/return

Trip name

XXX Travel

Planned arrival date in Japan

2023/06/30

Required

Airline company name

JL : JAPAN AIRLINES(JAL)

Required

Flight number

1234

Required

Edit

Intended Address in Japan

Postal code

1020094

Prefecture

TOKYO TO

Required

City

CHIYODA KU

Required

Address

ZZ CHO 1CHOME-2-345

Required

Hotel name, place of stay

ZZ HOTEL 123

Contact phone number

090123456789

Required

Edit

Select family members traveling with you

Family members traveling with you

DIGITAL TARO

Edit

Back

Register plan

**Register Planned
Entry/Return - Input
Confirmation Screen**

(10) Registration of planned entry/return complete

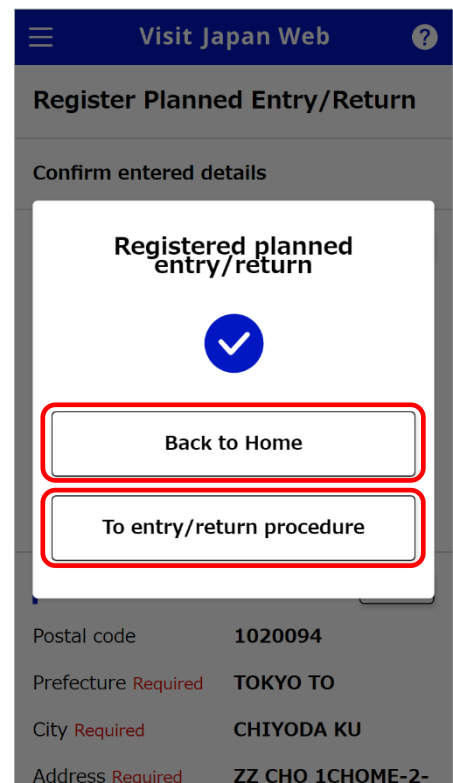
"Registered planned entry/return" is displayed.

If you want to change your personal information, details of family members traveling with you, or your planned entry/return, click "Back to Home" and go back to the "Home Screen".

By selecting the planned entry/return that has been added to the "Home Screen", you can start the entry/return procedures.

By selecting the planned entry/return that has been added to the "Home Screen" or "All Entry/Return Schedule Screen", you can start the entry/return procedures.

To proceed to immigration inspection, and customs declaration, click "To entry/return procedure". You will be redirected to "Japan Entry/Return Procedure Screen".



**Register Planned
Entry/Return - Registration
Completion Dialog**

4-2 Edit Planned Entry/Return

If you want to Edit a planned entry/return you have registered, you can change it from the “Japan Entry/Return Procedure Screen”.

(1) Editing a Planned Entry/Return

Click “Edit plan” on the “Japan entry/return procedure screen,” and proceed to “Register planned entry/return - Planned entry/return Screen”.

The currently registered information is displayed on the screen. Check and edit the details.

For details about Editing a plan, refer to “(6) Planned Entry/Return” to “(10) Registration of Planned Entry/Return Complete” in “4-1 Registering Planned Entry/Return”.

Visit Japan Web

Japan entry/return procedure

XXX Travel
2023/06/30

Edit plan

Delete

Applicant

DIGITAL HANAKO

Please switch the applicant and prepare the procedures for everyone

Selection of family members

Before Entry into Japan

VISA

Link VISA (optional)

Preparation for immigration clearance

Disembarkation Card For Foreigner

Not registered

Display QR code

Preparation for customs declaration

Declaration of Personal Effects and Unaccompanied Articles

Not registered

Display QR code

Back

Japan Entry/Return
Procedure Screen

(65)

4-3 Delete Planned Entry/Return

If you want to delete a planned entry/return, you can delete it from the “Japan Entry/Return Procedure Screen”.

(1) Deleting a Planned Entry/Return

Click “Delete” in the “Japan Entry/Return Procedure Screen”.

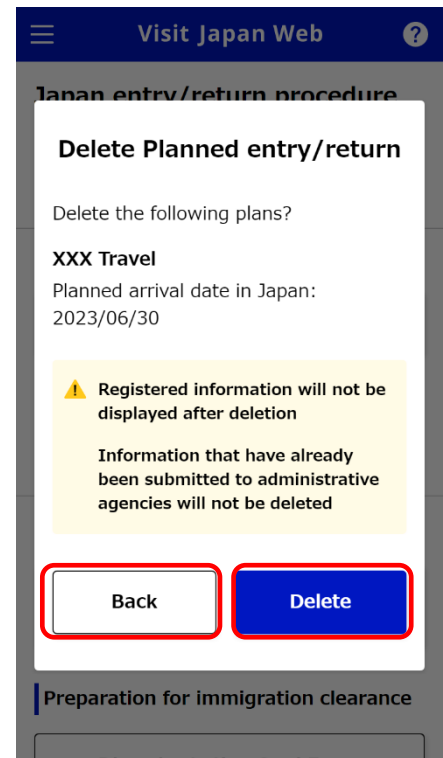
The screenshot shows the 'Japan entry/return procedure' screen on the 'Visit Japan Web' portal. At the top, there's a blue header with the 'Visit Japan Web' logo and a help icon. Below the header, the title 'Japan entry/return procedure' is displayed, followed by 'XXX Travel' and the date '2023/06/30'. Two buttons are visible: 'Edit plan' (with a pencil icon) and 'Delete' (with a trash can icon, highlighted by a red box). Below this, the 'Applicant' section shows a dropdown menu with 'DIGITAL HANAKO' selected. A note says 'Please switch the applicant and prepare the procedures for everyone', and there's a 'Selection of family members' button. The 'Before Entry into Japan' section has a 'Link VISA (optional)' button with a VISA logo. The 'Preparation for immigration clearance' section shows a 'Disembarkation Card For Foreigner' button with a person icon and a red 'Not registered' status, along with a 'Display QR code' button. The 'Preparation for customs declaration' section shows a 'Declaration of Personal Effects and Unaccompanied Articles' button with a person icon and a red 'Not registered' status, also with a 'Display QR code' button. At the bottom is a 'Back' button.

Japan Entry/Return
Procedure Screen

(2) Delete confirmation dialog

The “Delete confirmation dialog” will be displayed. Check that there are no errors in the “Planned entry/return”.

**If you want to delete your “Planned entry/return,” click “Delete”.
To cancel the deletion, click “Back” to return to the “Japan Entry/Return Procedure Screen”.**

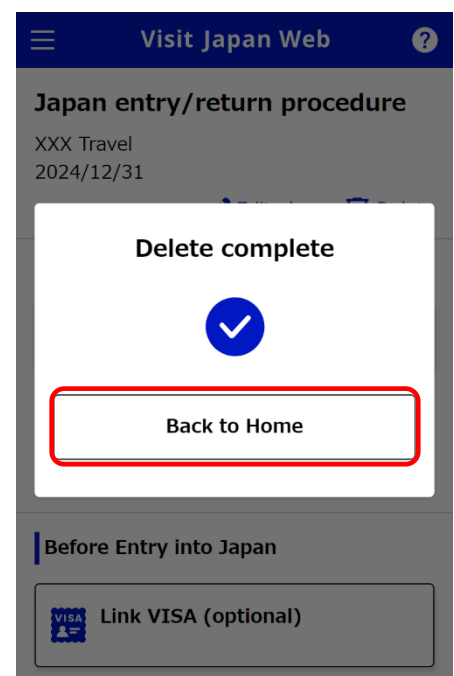


**Japan Entry/Return
Procedure
Delete Confirmation Dialog**

(3) Delete Complete Dialog

A message “Delete complete” is displayed.

Click “Back to Home” to return to the “Home screen”.



**Japan Entry/Return
Procedure
Delete Complete Dialog**

4-4 Editing Family Members Traveling with You

If you want to add or delete family members traveling with you after “4-1 Registering Planned Entry/Return”, you can change that from the “Japan Entry/Return Procedure Screen”.

(1) Add/delete family members traveling with you

Click “Selection of family members” in the “Japan Entry/Return Procedure Screen”, and proceed to the “Selection of Family Members Traveling with You Screen”.

Visit Japan Web

Japan entry/return procedure

XXX Travel
2023/06/30

Edit planDelete

Applicant

DIGITAL HANAKO

Please switch the applicant and prepare the procedures for everyone

Selection of family members

Before Entry into Japan

Link VISA (optional)

Preparation for immigration clearance

Disembarkation Card For Foreigner

Not registered

Display QR code

Preparation for customs declaration

Declaration of Personal Effects and Unaccompanied Articles

Not registered

Display QR code

Back

Japan Entry/Return
Procedure Screen

(2) Selection of family members traveling with you

Add/delete registered family members traveling with you.

*To register details of family members traveling with you, you will need to follow the separate procedures in “3-2 Register Family Members Traveling with You”.

- Please select family members traveling with you
Click the check box next to the name of the family member traveling with you.
You can select multiple family members traveling with you.

If you click unchecked family members traveling with you, they will be added to family members traveling with you.

If you click checked family members traveling with you, they will be deleted from family members traveling with you.

Confirm that the family members traveling with you checks have been changed, and click “Register”.

To cancel operation, click “Back” to return to the “Japan Entry/Return Procedure Screen”.

Visit Japan Web

Select family members traveling with you

Select family members traveling with you

Entry and return procedures will be processed one person at a time. Those **who are unable to complete procedures alone, such as babies and infants**, can be registered as family members traveling with you.

Each person requires their own entry procedure documentation.

Please select family members traveling with you.

DIGITAL JIRO You

☒ DIGITAL TARO Family members traveling with you

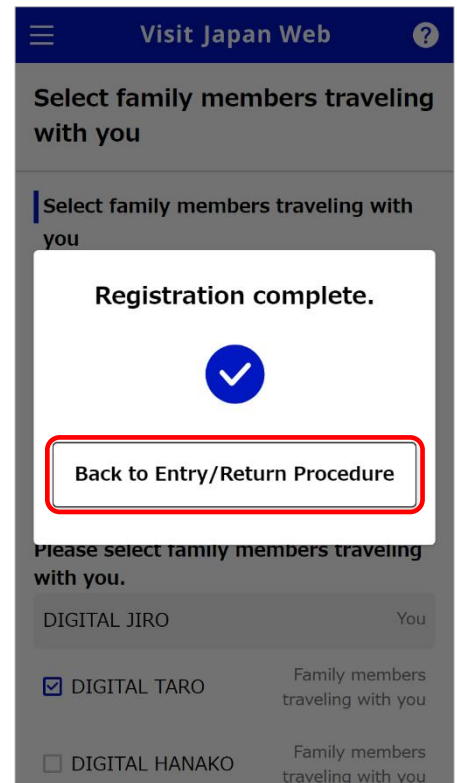
☒ DIGITAL HANAKO Family members traveling with you

Back Register

Selection of Family Members Traveling with You Screen

- (3) Completion of Selection of family members traveling with you
“Registration complete.” is displayed.

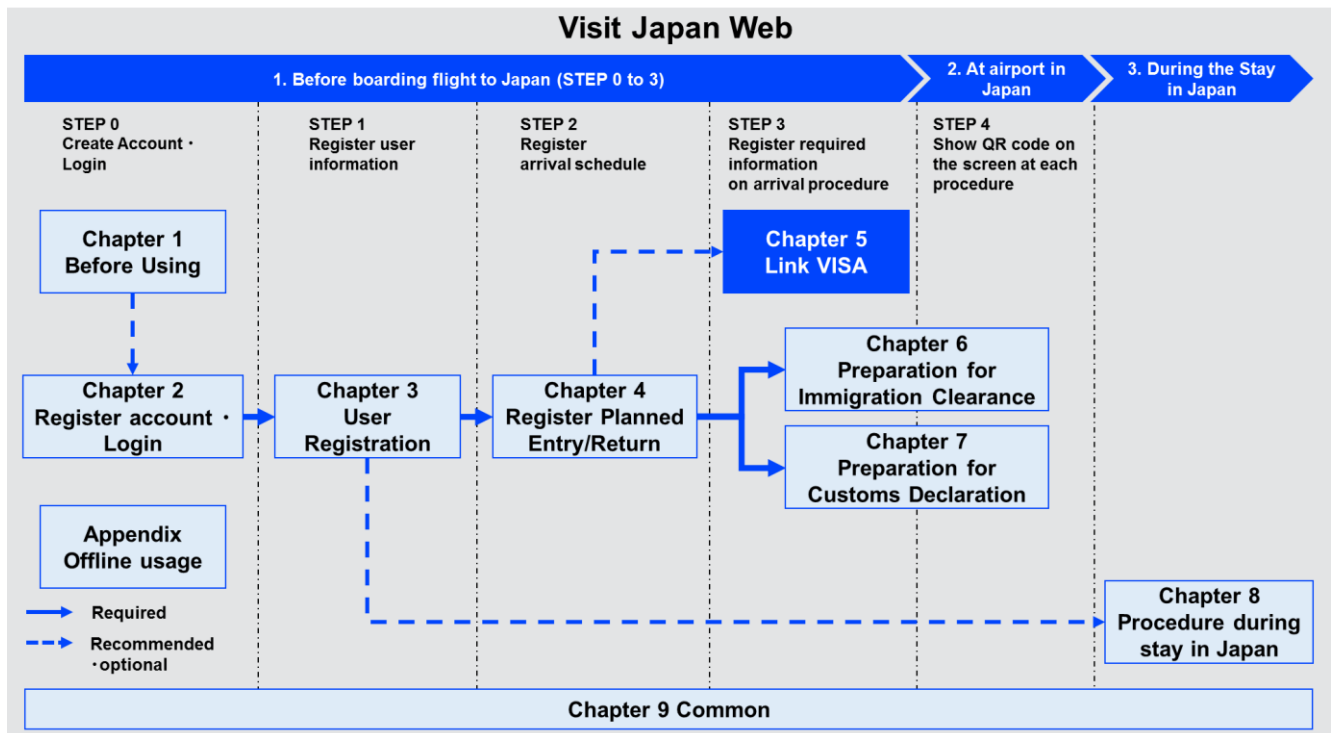
Click **“Back to Entry/Return Procedure”** to go back to the **“Japan Entry/Return Procedure Screen”**.



**Selection of Family Members
Traveling with You -
Registration Completion
Dialog**

Chapter 5 Link VISA (Optional)

The position of this chapter in the overall system is indicated by blue highlighting.



System Overview

5-1 Checking VISA Details

If you already received a VISA, you can check the VISA details of the application.

* Only shown when responding “No” to “Re-entry permit confirmation” in the “(2) Entry/return procedure category” of “3-1 Registration of Your Details”.

(1) Linking VISA

Click “Link VISA (Optional)” in the “Japan Entry/Return Procedure Screen”.

If the VISA is not linked (no status shown), proceed to “(2) Enter VISA issue number”.

If the VISA is linked (with status shown), proceed to “(3) Check VISA details”.

* If “Copy VISA details” is selected when registering a planned entry/return, the VISA will be linked. If a VISA application is submitted online, the status is shown as “Obtain Japan e-VISA”. If a printed VISA application is submitted, the status is shown as “Apply VISA sticker to passport”.

Visit Japan Web

Japan entry/return procedure

XXX Travel
2023/06/30

Edit plan Delete

Applicant

DIGITAL LEON

Please switch the applicant and prepare the procedures for everyone

Selection of family members

Before Entry into Japan

Link VISA (optional)
Obtain Japan e-VISA

Japan Entry/Return Procedure Screen

Before Entry into Japan

Link VISA (optional)
Apply VISA sticker to passport

(2) Enter VISA issue number

Enter the issue number and obtain VISA details.

* This screen is not shown when the VISA is linked.

**Check that the issue number has been entered, and click “Obtain VISA details” to proceed to “Check VISA details”.
If you do not obtain VISA details, click “Back” to return to “Japan Entry/Return Procedure”.**

The screenshot shows the 'Visit Japan Web' header with a menu icon and a help icon. Below the header, the title 'Link VISA (optional)' is displayed. The main section is titled 'Enter VISA issue number' and contains the instruction: 'Enter the issue number and press “Obtain VISA details”'. There is a text input field for the issue number. Below the input field, the 'Obtain VISA details' button is highlighted with a red border. At the bottom of the screen, there is a 'Back' button.

**Link VISA
Enter VISA Issue Number
Screen**

(3) Check VISA details

To check the issue number or VISA issuance notice, click “Show issuance notice”.

* Clicking “Show issuance notice” goes to an external site (issuance notice page).

* “Show issuance notice” is shown when submitting a VISA application online.

To check other issuance notices, click “Check other issuance notice” to return to the “Enter VISA issue number” and enter a different issue number.

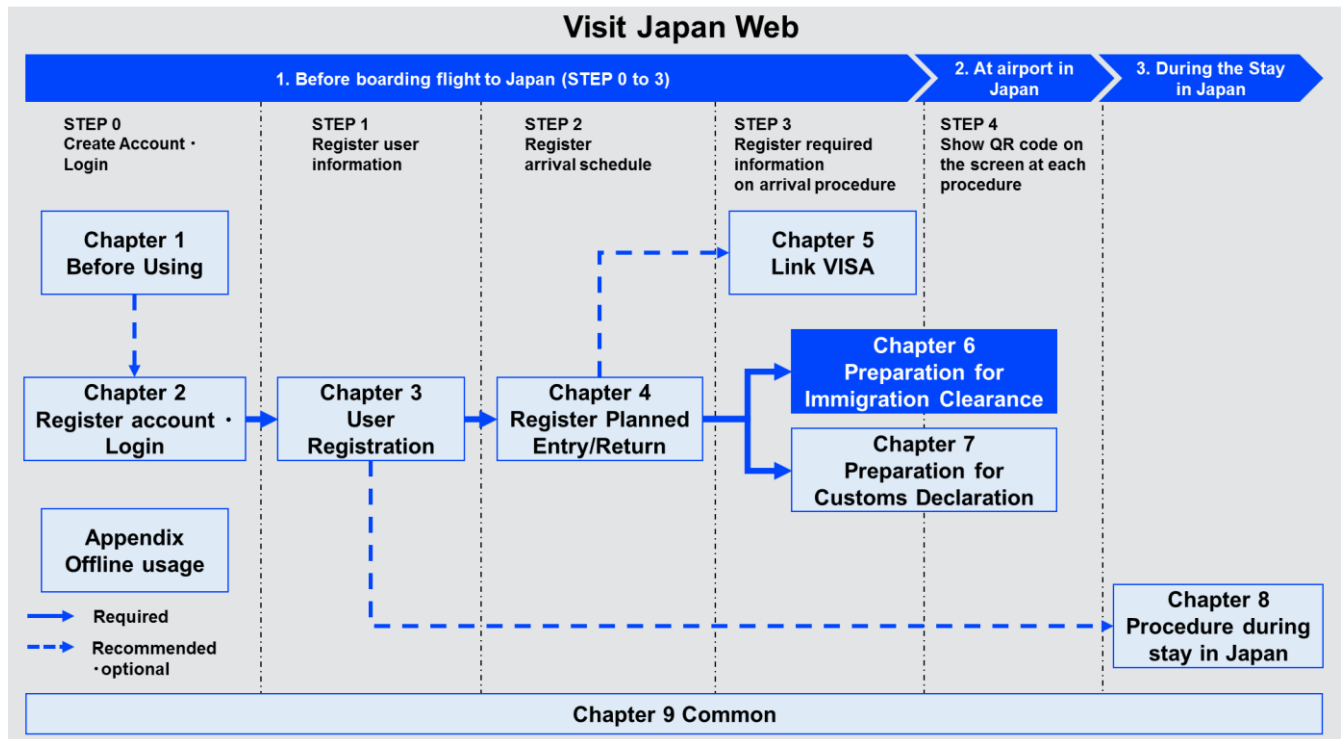
After checking the issuance notice, click “Back” to return to the “Japan Entry/Return Procedure Screen”.

The screenshot shows the 'Visit Japan Web' header with a menu icon and a help icon. Below the header, the title 'Link VISA (optional)' is displayed. The main section is titled 'Check VISA details' and shows the 'Issue number' as 'AB12345678'. Below the issue number, there is a message: 'Information is available on the VISA you applied for through e-VISA. To check the details, press Show issuance notice'. There are two buttons: 'Show issuance notice' and 'Check other issuance notice'. The 'Check other issuance notice' button is highlighted with a red border. At the bottom of the screen, there is a 'Back' button.

**Link VISA
Enter VISA Issue Number
Screen**

Chapter 6 Immigration Clearance

The position of this chapter in the overall system is indicated by blue highlighting.



System Overview

6-1 Disembarkation Card For Foreigner Registration

Register the disembarkation card, which is necessary for applying for landing.
After registering the disembarkation card, you can apply for landing by presenting the QR code to the immigration inspector.

(1) Disembarkation Card For Foreigner registration

Preparation for immigration clearance

Click “Disembarkation Card For Foreigner” in the “Japan Entry/Return Procedure Screen”, and proceed to the “Disembarkation Card For Foreigner - Operation Selection Screen”.

Visit Japan Web

Japan entry/return procedure
XXX Travel
2023/06/30
[Edit plan](#) [Delete](#)

Applicant
DIGITAL HANAKO
Please switch the applicant and prepare the procedures for everyone
[Selection of family members](#)

Before Entry into Japan
[Link VISA \(optional\)](#)

Preparation for immigration clearance
Disembarkation Card For Foreigner Not registered
[Display QR code](#)

Preparation for customs declaration
Declaration of Personal Effects and Unaccompanied Articles Not registered
[Display QR code](#)

[Back](#)

**Japan Entry/Return
Procedure Screen**

(2) Disembarkation Card For Foreigner registration

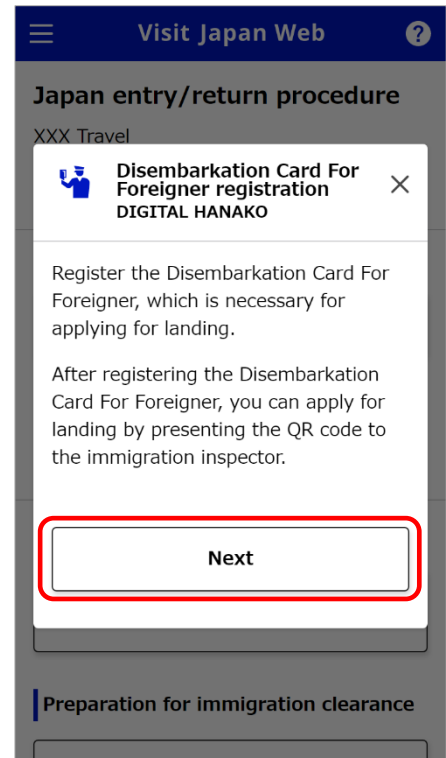
An overview of the Disembarkation Card For Foreigner registration procedures is displayed.

If you have not registered, the “Next” button will be displayed, and if registered, the “Edit” button will be displayed.

* VISA details are entered by default if you do the following:

- Copy VISA details from “Registering Planned Entry/Return”
- Obtain VISA details from “Link VISA (Optional)”

After confirming the details, click “Next” or “Edit” to proceed to the “Disembarkation Card For Foreigner - Basic Information Screen”.



Disembarkation Card For Foreigner - Operation Selection Screen

(3) Basic Information

Check the basic information for the For Foreigner.

If you want to correct your surname/given name/date of birth, press Visit Japan Web displayed at the top of the screen, and on the displayed "Register User" screen, select and input your details (or "Details of family members traveling with you.") to correct this.

*For information on how to enter "your details" or "details of family members traveling with you", please refer to "Chapter 3 User Registration".

- Surname

The surname you entered in "Register User" is displayed.

- Given name

The given name you entered in "Register User" is displayed.

- Date of birth

The date of birth you entered in "Register User" is displayed.

(4) Home address

Enter your home address.

- Country name

Enter using uppercase Latin alphabet, numerical values, and symbols.

Details are entered by default if you copy and register planned entry/return from VISA details, and obtain VISA details by linking VISA.

E.g.: USA

- City name

Enter using uppercase Latin alphabet, numerical values, and symbols.

E.g.: NEW YORK

Confirm that required fields have been entered, then click "Next".

To cancel operation, click "Back" to return to the "Japan Entry/Return Procedure Screen".

Visit Japan Web

Disembarkation Card For Foreigner

DIGITAL HANAKO

1/5pages [Next >](#)

Basic Information

How to correct your surname/given name/date of birth
Press Visit Japan Web displayed at the top of the screen, and select or correct your details (or details of family members traveling with you) on the displayed register user screen.

Surname Entered

DIGITAL

Given name Entered

HANAKO

Date of birth Entered

1960/01/01

Home address

Country name Required

E.g.: USA

City name Required

E.g.: NEW YORK

[Back](#) [Next](#)

Disembarkation Card For Foreigner - Basic Information Screen

(5) Immigration information to Japan

Enter the immigration information to Japan.

●Purpose of visit

Select the "purpose of visit" from the drop-down list.
As an initial value, if "Other" is selected, input your
"Specific purpose for visit".

●Specific purpose for visit

Enter using uppercase Latin alphabet, numerical values,
and symbols.

*This is displayed when the "Specific purpose of visit" is "Other".

● Last flight No.

Enter using uppercase Latin alphabet and numerical
values only.

E.g.: ZZ1234

The "Boarded flight number" registered in "4-1 Registering
Planned Entry/Return" is entered by default. 4-1 Registering
Planned Entry/Return

(6) Intended length of stay in Japan

Enter your intended length of stay in Japan.

Details are entered by default if you copy and register
planned entry/return from VISA details, and obtain
VISA details by linking VISA.

●Duration of stay in years

Enter using numerical values only.

Enter your duration of stay in years from 0 to 5. (6 or
more cannot be entered)

●Duration of stay in months

Enter using numerical values only.

Enter your duration of stay in month from 0 to 12. (13
or more cannot be entered)

●Duration of stay in days

Enter using numerical values only. Enter your duration of stay in day
from 0 to 180. (181 or more cannot be entered)

*If duration of stay in years and months are 0, days will be the
required field. (You cannot enter 0 in all fields)

*You cannot enter "0" for all of the years, months, and days. Input "1" or more for every item.

Confirm that required fields have been entered, then click "Next".

To cancel operation, click "Back" to return to the "Disembarkation Card For Foreigner - Basic
Information Screen".

**Disembarkation Card For
Foreigner - Immigration
Information Screen**

(7) Intended address in Japan

Enter your intended address in Japan.

The “Intended Address in Japan” registered in “4-1 Registering Planned Entry/Return” is displayed by default. 4-1 Registering Planned Entry/Return

●Postal code

Enter using numerical values only. (hyphen not required)

After entering postal code and selecting the “Enter automatically using postal code” button, if there is an address associated with the entered postal code, its prefecture and city name will be automatically set on the “Prefecture” input field and the “City name” input field.

●Prefecture

Select “Prefecture” from the drop-down list.

●City name

Select “City name” from the drop-down list.

●Address

Enter using uppercase Latin alphabet, numerical values, and symbols.

E.g.: ZZ.CHO 1CHOME-2-345

●Hotel name, place of stay

Enter using uppercase Latin alphabet, numerical values, and symbols.

E.g.: ZZ HOTEL 123

●TEL

Enter your telephone number in Japan.

Enter using numerical values only. (hyphen not required)

E.g.: 819012345678901

Confirm that required fields have been entered, then click “Next”.

To cancel operation, click “Back” to return to the “Disembarkation Card For Foreigner - Immigration Information Screen”.

The screenshot shows the 'Visit Japan Web' app interface for the 'Disembarkation Card For Foreigner - Intended Address in Japan Screen'. The header bar is blue with a hamburger menu icon, the text 'Visit Japan Web', and a help icon. Below the header, the title 'Disembarkation Card For Foreigner' is followed by 'DIGITAL HANAKO'. A progress bar indicates '3 / 5 pages'. Navigation links for '< Back' and 'Next >' are present. The main content area is titled 'Intended address in Japan' and contains several input fields: 'Postal code' (with a hint 'hyphen not required' and an example 'E.g.: 1020094'), 'Prefecture Required' (a dropdown menu), 'City Required' (a dropdown menu), 'Address Required' (with an example 'E.g.: ZZ CHO 1CHOME-2-345'), 'Hotel name, place of stay Required' (with an example 'E.g.: ZZ HOTEL 123'), and 'TEL Required' (with a hint 'hyphen not required' and an example 'E.g.: 819012345678901'). At the bottom, there are two buttons: 'Back' (outlined in red) and 'Next' (solid blue).

**Disembarkation Card For
Foreigner - Intended
Address in Japan Screen**

(8) Questions

For each question, click “Yes” if applicable or “No” if not applicable.

Confirm that required items have been selected, then click “Confirm registration”. To cancel operation, click “Back” to return to the “Disembarkation Card For Foreigner - Intended Address in Japan”.

Visit Japan Web

Disembarkation Card For Foreigner

DIGITAL HANAKO

< Back

4 / 5 pages

Next >

Questions

1. Have you ever been deported from Japan, have you ever departed from Japan under a departure order, or have you ever been denied entry to Japan? **Required**

☐ Yes

☐ No

2. Have you ever been found guilty in a criminal case in Japan or in another country? **Required**

☐ Yes

☐ No

3. Do you presently have in your possession narcotics, marijuana, opium, stimulants, or other controlled substances, firearms, crossbow, swords, explosives or other such items? **Required**

☐ Yes

☐ No

Back

Confirm entered details

Disembarkation Card For Foreigner - Questionnaire Screen

(9) Entered Details Confirmation

Confirm the entered details.

If you want to edit the input contents, you can edit the corresponding items by clicking the “Edit” button.

Confirm that required items have been selected, then click “Register”.

To cancel operation, click “Back” to return to the “Disembarkation Card For Foreigner – Questionnaire Screen”.

Visit Japan Web

?

Disembarkation Card For Foreigner

DIGITAL HANAOKO

< Back

5 / 5pages

Confirm entered details

Basic Information

Surname Required

DIGITAL

Given name Required

HANAOKO

Date of birth Required

1979/10/02

Home address Edit

Country name Required

GERMANY

City name Required

BERLIN

Japan under a departure order, or have you ever been denied entry to Japan? Required

No

2. Have you ever been found guilty in a criminal case in Japan or in another country? Required

No

3. Do you presently have in your possession narcotics, marijuana, opium, stimulants, or other controlled substances, firearms, crossbow, swords, explosives or other such items? Required

No

Back

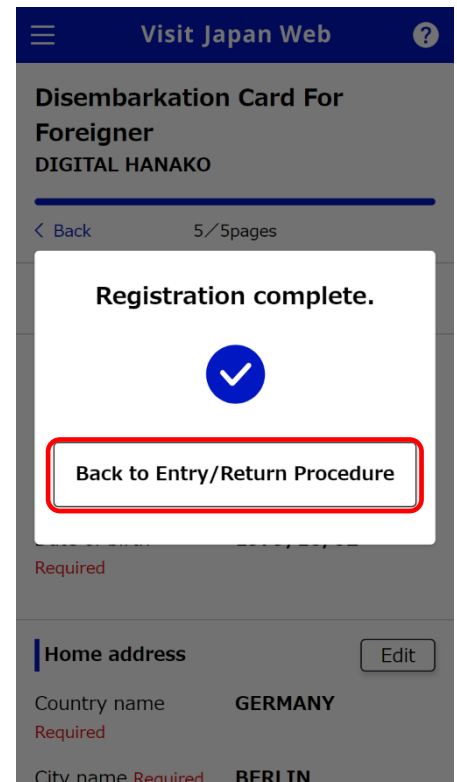
Register

Disembarkation Card For Foreigner - Input Confirmation Screen

(10) Disembarkation Card For Foreigner registration Complete

“Registration complete” is displayed.

Click **“Back to Entry/Return Procedure”** to go back to the **“Japan Entry/Return Procedure Screen”**.



Disembarkation Card For Foreigner - Registration Completion Dialog

6-2 Immigration QR Code display

The information registered in the Disembarkation Card For Foreigner is represented as a QR code.

(1) Display the Immigration QR Code

Click “Display QR Code” in the Japan entry/return procedure screen, and proceed to the “Immigration - Submitted Details Confirmation Screen”.

The screenshot shows the 'Visit Japan Web' interface for the 'Japan entry/return procedure'. The header includes a menu icon, the title 'Visit Japan Web', and a help icon. Below the header, the title 'Japan entry/return procedure' is followed by the user information 'XXX Travel' and the date '2023/06/30'. There are two action buttons: 'Edit plan' (with a pencil icon) and 'Delete' (with a trash icon). The 'Applicant' section shows a dropdown menu with 'DIGITAL HANAKO' selected. Below this, a note says 'Please switch the applicant and prepare the procedures for everyone' and a button 'Selection of family members'. The 'Before Entry into Japan' section has a button 'Link VISA (optional)' with a VISA logo. The 'Preparation for immigration clearance' section shows 'Disembarkation Card For Foreigner' with a 'Registered' status (blue checkmark). A red circle highlights the 'Display QR code' button with a QR code icon. The 'Preparation for customs declaration' section shows 'Declaration of Personal Effects and Unaccompanied Articles' with a 'Not registered' status (red text). A 'Display QR code' button with a QR code icon is also present at the bottom of this section.

Japan Entry/Return
Procedure Screen

(2) Immigration QR Code information confirmation

Confirm the submitted details.

If you want to edit the entered details, you can edit the corresponding items by clicking the “Edit” button.

If you have registered family members traveling with you, a “Next” button will be displayed, so click “Next” to display the immigration information for family members traveling with you.

If you have not registered family members traveling with you, a “QR Code Display” button will be displayed, so click “QR Code Display” to proceed to the “Immigration - Display QR Code Screen”.

Click “Back” to return to the previous screen.

Visit Japan Web

Immigration QR Code
DIGITAL HANAKO

Details submitted with the
Disembarkation Card For Foreigner

Basic Information

Surname Required

DIGITAL

Given name

HANAKO

Required

Date of birth

1960/01/01

Required

Home address

Edit

Required

No

2. Have you ever been found guilty in a criminal case in Japan or in another country? Required

No

3. Do you presently have in your possession narcotics, marijuana, opium, stimulants, or other controlled substances, firearms, crossbow, swords, explosives or other such items? Required

No

Back

Display QR code

Immigration - Submitted
Details Confirmation Screen

(3) Immigration QR Code

Displays the QR code required for immigration procedures.

- Persons subject to immigration clearance

Confirm the names of persons subject to immigration clearance.

Click the drop-down list to change to another target person.

Continuing on, to display the Customs Declaration QR Code, click “Customs Declaration QR Code” and proceed to the “Customs Declaration - Display QR Code Screen”.

To cancel displaying the QR code, click “Back to Entry/Return Procedure” to go back to the “Japan Entry/Return Procedure Screen”.



**Immigration - Display QR
Code Screen**

(4) Customs Declaration QR Code

Displays the QR code required for customs declaration procedures.

- Persons subject to customs declaration

Confirm the name of the person subject to customs declaration.

Click the drop-down list to change to another target person.

To return to the Immigration QR Code, click “Immigration QR Code” and proceed to “Immigration - Submitted Details Confirmation Screen”.

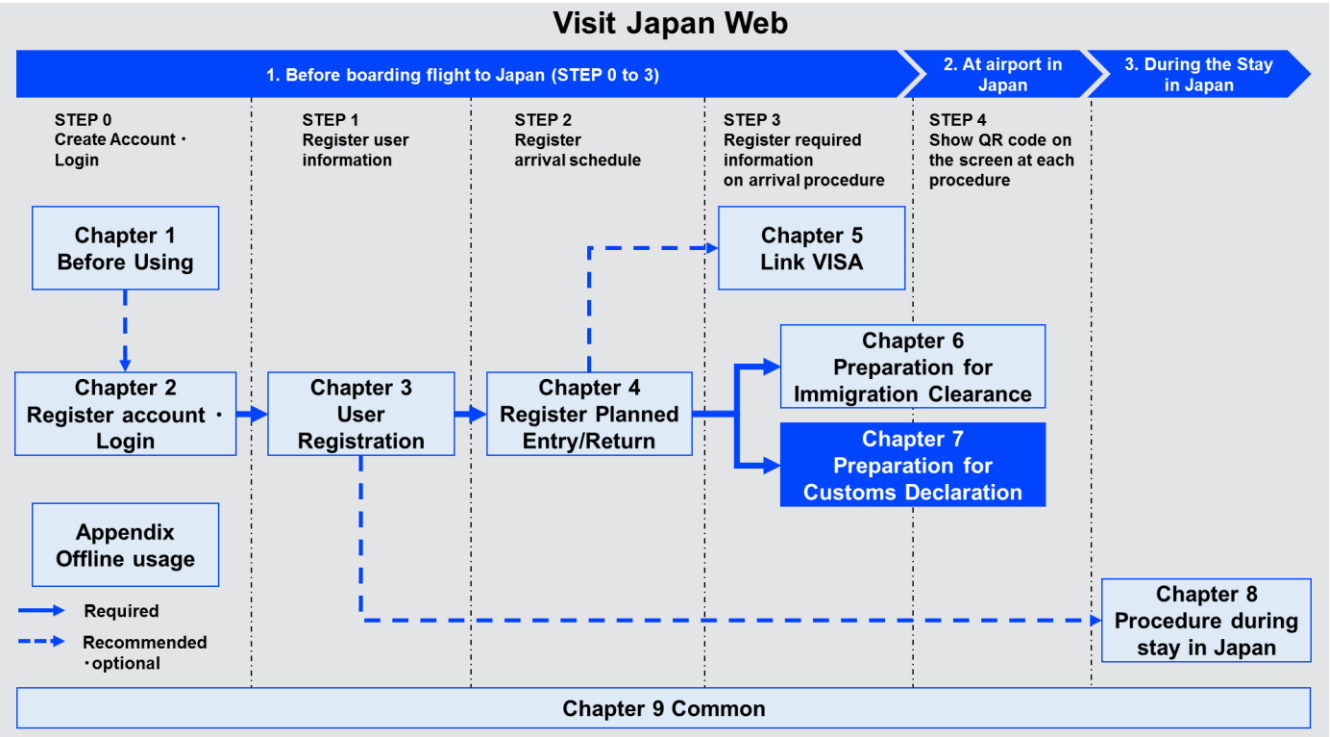
To cancel displaying the QR code, click “Back to Entry/Return Procedure” to go back to the “Japan Entry/Return Procedure Screen”.



**Customs Declaration
Display QR Code Screen**

Chapter 7 Customs Declaration

The position of this chapter in the overall system is indicated by blue highlighting.



System Overview

7-1 Declaration of Personal Effects and Unaccompanied Articles registration

Enter your customs declaration information.

If the necessary information on the personal effects and unaccompanied articles declaration are registered, you will be able to go through the electronic declaration gate at the customs inspection site after completing the procedures on the electronic declaration terminal at the airport.

(1) Preparation for customs declaration

Click “Declaration of Personal Effects and Unaccompanied Articles” in the “Japan Entry/Return Procedure Screen”, and proceed to the “Declaration of Personal Effects and Unaccompanied Articles - Operation Selection Screen”.

Visit Japan Web

Japan entry/return procedure

XXX Travel
2023/06/30

[Edit plan](#) [Delete](#)

Applicant

DIGITAL HANAKO

Please switch the applicant and prepare the procedures for everyone

[Selection of family members](#)

Before Entry into Japan

Link VISA (optional)

Preparation for immigration clearance

Disembarkation Card For Foreigner
Not registered

[Display QR code](#)

Preparation for customs declaration

Declaration of Personal Effects and Unaccompanied Articles
Not registered

[Display QR code](#)

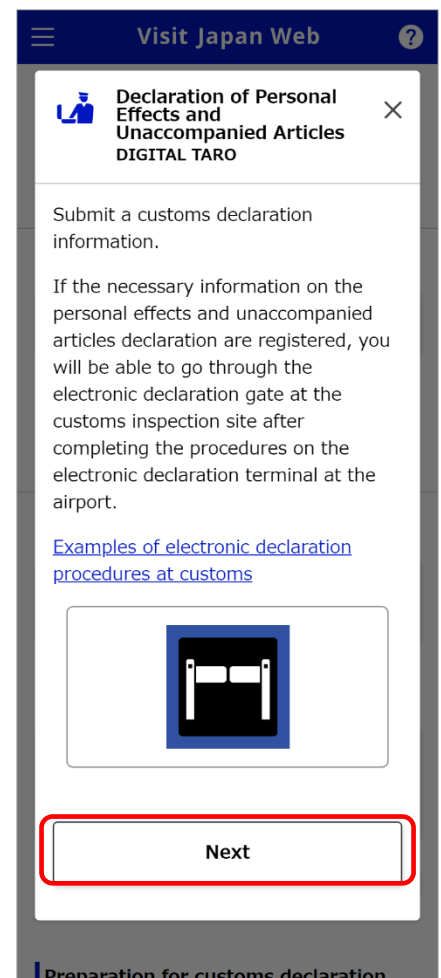
**Japan Entry/Return
Procedure Screen**

(2) Personal effects and unaccompanied articles

An overview of the customs declaration information registration procedure is displayed.

If you have not registered, the “Next” button will be displayed, and if registered, the “Edit” button will be displayed.

After confirming the details, click “Next” or “Edit” to proceed to the “Declaration of Personal Effects and Unaccompanied Articles - Basic Information Screen”.



Declaration of Personal Effects and Unaccompanied Articles - Operation Selection Screen

(3) Basic Information

Enter the basic information for your customs declaration.

If you want to correct your passport number/name, press Visit Japan Web displayed at the top of the screen, and on the displayed "Register User" screen, select and input your details (or "Details of Family Members Traveling with You.") to correct this.

*For information on how to enter "Your Details" or "Details of Family Members Traveling with You", please refer to "Chapter 3 User Registration".

- Passport No.

The passport number you entered in "Register User" is displayed.

- Name

The name you entered in "Register User" is displayed.

- Occupation

Select the "Occupation" from the drop-down list.

"Company employee" is entered by default.

* Obtained details for only the user are entered if you copy and register planned entry/return from VISA details, and linking VISA.

- Date of Arrival in Japan

The "planned arrival date in Japan" registered in "4-1 Registering Planned Entry/Return" is entered by default.

Obtained details are entered if you copy and register planned entry/return from VISA details, and linking VISA.4-1 Registering Planned Entry/Return

When you select the calendar icon, a calendar will be displayed to select the date of arrival in Japan.

You can register plans up to December 31 the following year.

When you use a PC, the calendar option may not appear.

In that case, enter the date directly (mm/dd/yyyy).

E.g.: 01/01/2023

Visit Japan Web

Declaration of Personal Effects and Unaccompanied Articles
DIGITAL HANAKO

1/14pages [Next >](#)

Basic Information

How to correct the passport number and name
Press Visit Japan Web displayed at the top of the screen, select your details (or details of family members traveling with you) in the displayed register user screen, and make corrections.

Passport number Entered
AB1234567

Name Entered
DIGITAL HANAKO

Occupation Required
Company employee

Date of Arrival in Japan Required
yyyy/mm/dd

Flight No./Name of Vessel Required
For code-share flight, enter the main operator flight name
E.g.: ZZ1234

Point of embarkation Required
Candidate point of embarkation will be displayed when entering text.

Back **Next**

Declaration of Personal Effects and Unaccompanied Articles - Basic Information Screen

- Flight No./Name of Vessel

The “Boarded flight number” registered in “4-1 Registering Planned Entry/Return” is entered by default.

4-1 Registering Planned Entry/Return

Enter using uppercase Latin alphabet and numerical values only. For code-share flight, enter the main operator flight number.

E.g.: ZZ1234

- Point of embarkation

Select the “Point of departure” from the drop-down list.

Input part of the point of departure and select the point of departure from a list.

Example: LOS ANGELES

Confirm that all of the required fields have been entered, then click “Next”.

To cancel operation, click “Back” to return to the “Japan Entry/Return Procedure Screen”.

(4) Number of Family members Traveling with You

Enter the number of family members traveling with you for each age range.

Please click “+” to increase the number of people.

Please click “-” to reduce the number of people.

* The registered number of family members traveling with you will be displayed by default.

Confirm that correct family members traveling with you have been entered, then click “Next”.

To cancel operation, click “Back” to return to the “Declaration of Personal Effects and Unaccompanied Articles - Basic Information Screen”.

The screenshot shows a mobile application interface for the 'Visit Japan Web' portal. The title bar is blue with a hamburger menu icon, the text 'Visit Japan Web', and a help icon. Below the title bar, the main heading is 'Declaration of Personal Effects and Unaccompanied Articles' followed by 'DIGITAL HANAKO'. A progress bar indicates '2 / 14 pages'. Navigation links for '< Back' and 'Next >' are present. The current section is 'Number of Family members Traveling with You'. It contains three rows for different age groups: 'Over 20 years old', '6-19 years old', and 'Under 6 years old'. Each row has a text input field showing '0 Person(s)', a minus button, and a plus button. At the bottom of the form, there are two large buttons: 'Back' (outlined in red) and 'Next' (solid blue).

Declaration of Personal Effects and Unaccompanied Articles - Family Members Traveling with You Screen

(5) Address in Japan (Accommodation)

Enter your Address in Japan.

The “Intended Address in Japan” registered in “4-1 Registering Planned Entry/Return” is displayed by default.

- Postal code

Enter using numerical values only. (hyphen not required)

After entering postal code and selecting the “Enter automatically using postal code” button, if there is an address associated with the entered postal code, its prefecture and city name will be automatically set on the “Prefecture” input field and the “City” input field.

- Prefecture

Select “Prefecture” from the drop-down list.

- City

Select “City” from the drop-down list.

- Address

Enter using uppercase Latin alphabet, numerical values, and symbols.

E.g.: ZZ.CHO 1CHOME-2-345

- Hotel name, place of stay

Enter using uppercase Latin alphabet, numerical values, and symbols.

E.g.: ZZ HOTEL 123

- TEL

Enter using numerical values only. (hyphen not required)

E.g.: 09012345678

Confirm that required fields have been entered, then click “Next”.

To cancel operation, click “Back” to return to the “Declaration of Personal Effects and Unaccompanied Articles - Family Members Traveling with You Screen”.

Declaration of Personal Effects and Unaccompanied Articles - Address in Japan Screen

(6) Declaration information 1 - 7

For each question, click “Yes” if applicable, or “No” if not applicable.

When you click the “Precautions” link, a Precaution dialog is displayed.

Confirm that required items have been selected, then click “Next”. To cancel operation, click “Back” to return to the previous screen.

Enter information on each declaration information page in the same way.

Visit Japan Web

Declaration of Personal Effects and Unaccompanied Articles
DIGITAL HANAKO

< Back 4/14pages Next >

Declaration information 1/8

1. Are you bringing the following into Japan? Required

(1) Prohibited items(s) from being brought into Japan (e.g. Narcotic drugs, Firearms, and Explosives)

Description

PROHIBITED ARTICLES (EXAMPLE)

(1) Narcotic drugs, stimulants, marijuana, psychotropic substances, MDMA, designated drugs. [Precautions](#)

(2) Firearms such as pistols, revolvers and machine guns, and bullets or parts thereof.

(3) Explosives, gunpowder, materials for chemical weapons, germs such as anthrax.

(4) Counterfeit, altered or imitated coins, bank notes or securities, and forged credit cards.

(5) Obscene or immoral materials, and child pornography.

(6) Articles which infringe upon intellectual property rights. (patent, utility model, design, trademark, copyright, neighboring right, etc.)

☐ Yes ☐ No

Back **Next**

Declaration of Personal Effects and Unaccompanied Articles - Details of Declaration 1/8 Screen

(7) Declaration information 8

In this question, click “Yes” if applicable or “No” if not applicable.

- Quantity of unaccompanied articles

Enter information if you clicked “Yes” for unaccompanied articles.

Enter using numerical values only.

If you are unsure of the quantity, enter “0”.

Confirm that required items have been selected, then click “Next”.

“Declaration of Personal Effects and Unaccompanied Articles - Details of Declaration 7/8 Screen”.

Visit Japan Web

Declaration of Personal Effects and Unaccompanied Articles
DIGITAL HANAKO

< Back 11 / 14 pages Next >

Declaration information 8/8

3. Unaccompanied articles Required

Do you have baggage separately sent by mail, etc. including relocation moving package?

Description

"Unaccompanied articles" refer to items you have sent by mail or delivery service from travel destinations, such as move packages, belongings that have become useless at travel destinations and souvenirs, apart from personal effects to carry with you.

You cannot declare unaccompanied articles after entering Japan (returning to Japan). Please be sure to declare them [Precautions](#)

☐ Yes ☐ No

Quantity of unaccompanied articles
※ Please enter "0" if you are unsure of the quantity.

Back **Next**

Declaration of Personal Effects and Unaccompanied Articles - Details of Declaration 8/8 Screen

(8) Personal effects entry

Answer regarding the quantity of personal effects upon entry.

- Alcoholic beverages (Bottle(s))
Enter using numerical values only.
- Cigarettes (Piece(s))
Enter using numerical values only.
- Heat-Not-Burn (Number of Box(es): Number of boxes/packages individually packed for retail sale)
Enter using numerical values only.
- Cigars (Piece(s))
Enter using numerical values only.
- Others (g)
Enter using numerical values only.
- Perfume (oz)
Enter using numerical values only.

Confirm that the number of personal effects have been entered, then click “Next”.

To cancel operation, click “Back” to return to the “Declaration of Personal Effects and Unaccompanied Articles - Details of Declaration 8/8 Screen”.

Visit Japan Web

Declaration of Personal Effects and Unaccompanied Articles
DIGITAL HANAKO

12 / 14 pages

Please enter the quantities of personal effects brought into the country shown below.

Personal effects

Alcoholic beverages

Alcoholic beverages(Bottle(s))

0

Tobacco products

Cigarettes (Piece(s))

0

Heat-Not-Burn (Box(es) : Number of boxes/packages individually packed)

0

Cigars (Piece(s))

0

Others (g)

0

Perfume

Perfume(oz)

0

Back

Next

Declaration of Personal Effects and Unaccompanied Articles - Personal Effects Screen

(9) Personal effects - Enter other product names

Answer with information on other item names for personal effects when entering Japan.

Items purchased for personal use do not need to be entered if they have a market value of 10,000 yen or less per item.

Unaccompanied articles also do not need to be entered.

- Article name

Select the "Article name" from the drop-down list.

- Quantity

Set the product name quantity.

Please click "+" to add more products.

Please click "-" to reduce the number of products.

You can also enter the quantity directly.

- Unit

Select the "unit" from the drop-down list.

- Market value

Enter using numerical values only.

- Currency

Click "Select the currency from the list".

The currency can be set in the "Declaration of Personal Effects and Unaccompanied Articles - Currency Unit Selection Dialog".

Visit Japan Web

Declaration of Personal Effects and Unaccompanied Articles DIGITAL HANAKO

< Back 13/14pages Next >

Please enter the fields below for the personal effects brought into the country. Up to 8 items can be entered.
(Note) if the purchased items have been provided for personal use, you do not need to enter the fields when the total overseas market value per item is 10,000 yen or less. No need of entry for unaccompanied articles, either.

Personal effects - Other article names (1)

Article name

Select article name from the list

Quantity

0 - +

Unit

Please select the unit.

Market value

0

Currency

Select the currency from the list

Personal effects - Delete Other article names (1)

Add Other article names

Back **Confirm entered details**

Declaration of Personal Effects and Unaccompanied Articles - Other Personal Effects Screen

(10) Select currency

You can set the currency used for your personal effects.

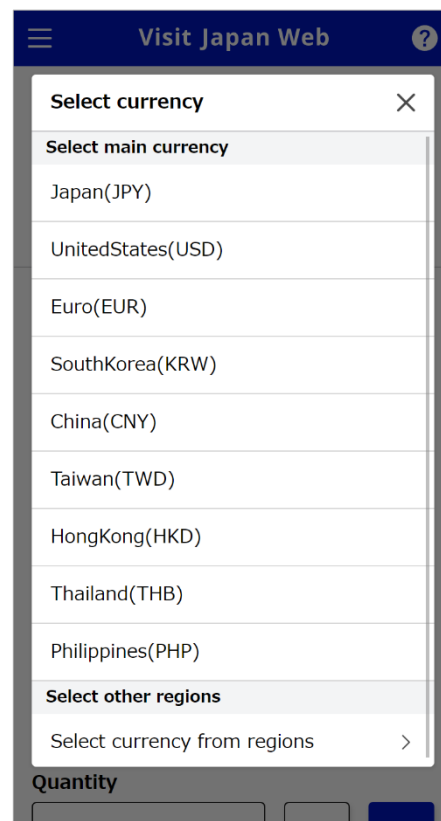
If the desired currency does not exist in the major currency list, please set the currency from other regions.

- Select main currencies

If the major currency list contains the target currency, click the target currency.

- Select other regions

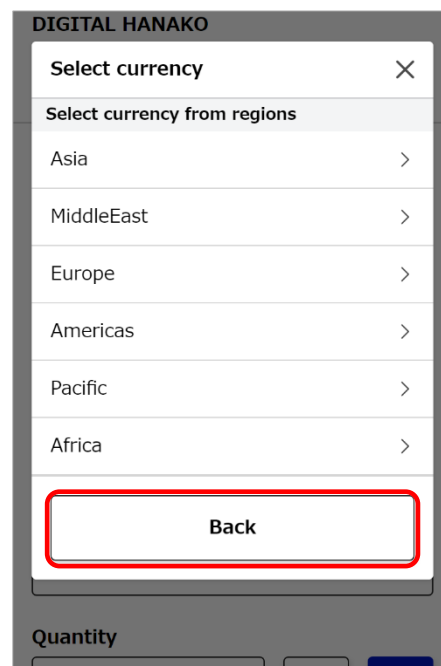
If the desired currency does not exist in the major currency list, please click “Select currency from regions”.



Declaration of Personal Effects and Unaccompanied Articles - Currency Unit Selection Dialog (1)

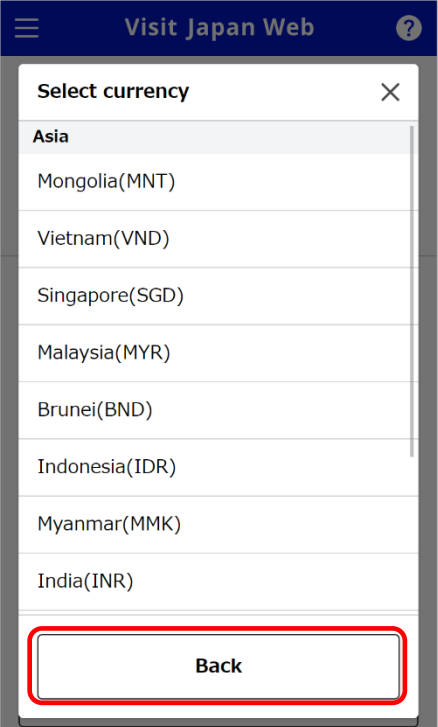
If you click “Select currency from regions”, the region selection screen is displayed. Set the currency after selecting the region where the target currency is used.

To cancel operation, click “Back” to return to the “Declaration of Personal Effects and Unaccompanied Articles - Currency Unit Selection Dialog (1)”.



Declaration of Personal Effects and Unaccompanied Articles - Currency Unit Selection Dialog (2)

To cancel operation, click “Back” to return to the “Declaration of Personal Effects and Unaccompanied Articles - Currency Unit Selection Dialog (2)”.



The screenshot shows a mobile application interface titled "Visit Japan Web". A dialog box titled "Select currency" is open, displaying a list of currencies under the heading "Asia". The list includes Mongolia(MNT), Vietnam(VND), Singapore(SGD), Malaysia(MYR), Brunei(BND), Indonesia(IDR), Myanmar(MMK), and India(INR). At the bottom of the dialog, there is a "Back" button, which is highlighted with a red rectangular border. Below the dialog, the word "Quantity" is partially visible.

Declaration of Personal Effects and Unaccompanied Articles - Currency Unit Selection Dialog (3)

(11) Personal effects - Add/delete description of other article names

You can enter up to 8 items for "Personal effects – Other article names".

Please add or delete items according to the type of personal effects.

- Personal effects - Delete Other article names

If you click "Personal effects - Delete Other article names", the entry field for the added item will be deleted.

- Add Other article names

If you click "Add Other article names", the entry field for the personal effects will be added.

Confirm the "Personal effects- Other article names", and click "Confirm entered details".

To cancel operation, click "Back" to return to the "Declaration of Personal Effects and Unaccompanied Articles - Personal Effects Screen".

Personal effects - Other article names (2)

Article name
Select article name from the list ▼

Quantity
0 - +

Unit
Please select the unit. ▼

Market value
0

Currency
Select the currency from the list >

Personal effects - Delete Other article names (2)

Add Other article names

Back **Confirm entered details**

Declaration of Personal Effects and Unaccompanied Articles - Other Personal Effects Screen

(12) Entered Details Confirmation

Confirm the entered details.
If you want to edit the entered details, you can edit the corresponding items by clicking the “Edit” button.

Confirm that the entered details are correct, and click “Register”.
To cancel operation, click “Back” to return to the “Declaration of Personal Effects and Unaccompanied Articles - Other Personal Effects Screen”.

Visit Japan Web

Declaration of Personal Effects and Unaccompanied Articles
DIGITAL HANA KO

< Back14 / 14pages

Confirm entered details

Basic Information

Edit

Passport numberAB1234567
Required

Name RequiredDIGITAL HANA KO

Occupation RequiredCompany employee

Date of Arrival in Japan Required2023/06/30

Flight No./Name ofJL1234

Perfume(oz)0

Personal effects - Other article names
(1)

Edit

Article nameBags

Quantity1

UnitPiece(s)

Market value

CurrencyJapan(JPY)

Back

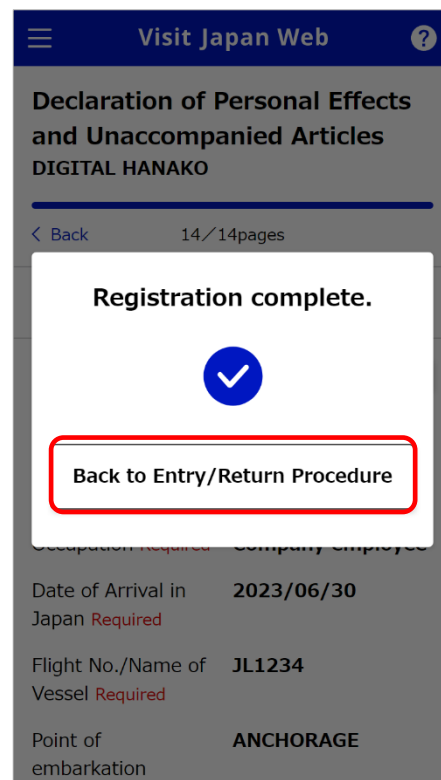
Register

Declaration of Personal Effects and Unaccompanied Articles - Input Confirmation Screen

(13) Customs Declaration Registration Complete

“Registration complete” is displayed.

Click **“Back to Entry/Return Procedure”** to go back to the **“Japan Entry/Return Procedure Screen”**.



Declaration of Personal Effects and Unaccompanied Articles - Registration Completion Dialog

7-2 Customs Declaration QR Code Display

The information registered on the Declaration of Personal Effects and Unaccompanied Articles form will be presented with a QR code.

(1) Display the customs declaration QR code

Click “Display QR Code” in the “Japan Entry/Return Procedure Screen”, and proceed to the “Declaration of Personal Effects and Unaccompanied Articles - Operation Selection Screen”.

Visit Japan Web

Japan entry/return procedure

XXX Travel
2023/06/30

[Edit plan](#) [Delete](#)

Applicant
DIGITAL HANAKO

Please switch the applicant and prepare the procedures for everyone

[Selection of family members](#)

Before Entry into Japan

Link VISA (optional)

Preparation for immigration clearance

Disembarkation Card For Foreigner ✓ Registered

[Display QR code](#)

Preparation for customs declaration

Declaration of Personal Effects and Unaccompanied Articles ✓ Registered

[Display QR code](#)

[Back](#)

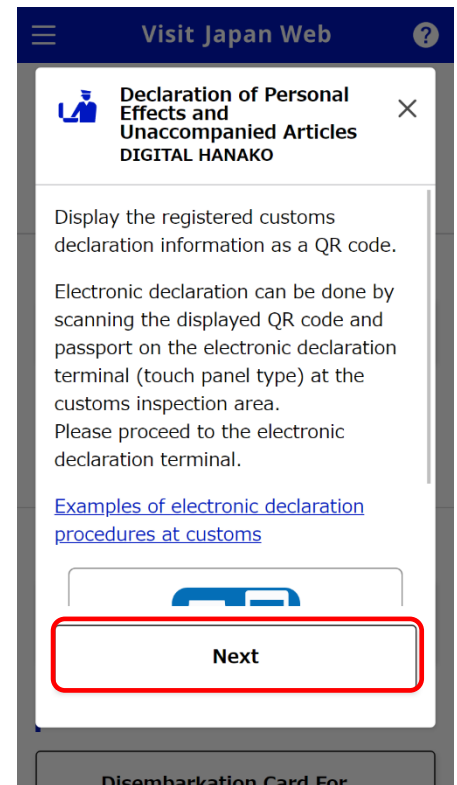
**Japan Entry/Return
Procedure Screen**

(2) Personal Effects and Unaccompanied Articles Declaration

An overview of the electronic declaration procedures for customs declaration is displayed.

Click “Example of electronic declaration procedures at customs” for the procedures.

After confirming an Examples of electronic declaration procedures at customs, click “Next” to proceed to the “Customs Declaration - Display QR Code Screen”.



Declaration of Personal Effects and Unaccompanied Articles - Operation Selection Screen

(3) Customs Declaration QR Code

Displays the QR code required for electronic customs declaration procedures.

- Persons subject to customs declaration

Confirm the names of persons subject to customs declaration.

Click the drop-down list to change to another target person.

To cancel displaying the QR code, click “Back to Entry/Return Procedure” to go back to the “Japan Entry/Return Procedure Screen”.

To return to the Immigration Procedures, click “Immigration QR Code” and proceed to “Immigration - Submitted Details Confirmation Screen”.



**Customs Declaration -
Display QR Code Screen**

(4) Immigration QR Code information confirmation

Confirm the submitted details.

If you want to edit the entered details, you can edit the corresponding items by clicking the “Edit” button.

If you are registering family members traveling with you, “Next” button will be displayed. Click “Next” and to display immigration information for family members traveling with you.

If you have not registered family members traveling with you, a “QR Code Display” button will be displayed, so click “QR Code Display” to proceed to the “Immigration - Display QR Code Screen”.

Click “Back” and this displays your details or the details of family members traveling with you for immigration information to Japan or go back to "Japan Entry/Return Procedure Screen".

Visit Japan Web

Immigration QR Code
DIGITAL HANAKO

Details submitted with the
Disembarkation Card For Foreigner

Basic Information

Surname Required

DIGITAL

Given name Required

HANAKO

Date of birth Required

1960/01/01

Home address

Edit

Required

No

2. Have you ever been found guilty in a criminal case in Japan or in another country? Required

No

3. Do you presently have in your possession narcotics, marijuana, opium, stimulants, or other controlled substances, firearms, crossbow, swords, explosives or other such items? Required

No

Back

Next

Back

Display QR code

Immigration - Submitted
Details Confirmation

(5) Immigration QR Code

Display the QR code required for immigration procedures.

- Persons subject to immigration clearance

Confirm the names of persons subject to immigration clearance.

Click the drop-down list to change to another target person.

To proceed with the customs declaration procedures, click “Customs Declaration QR Code” and proceed to the “Customs Declaration - Display QR Code Screen”.

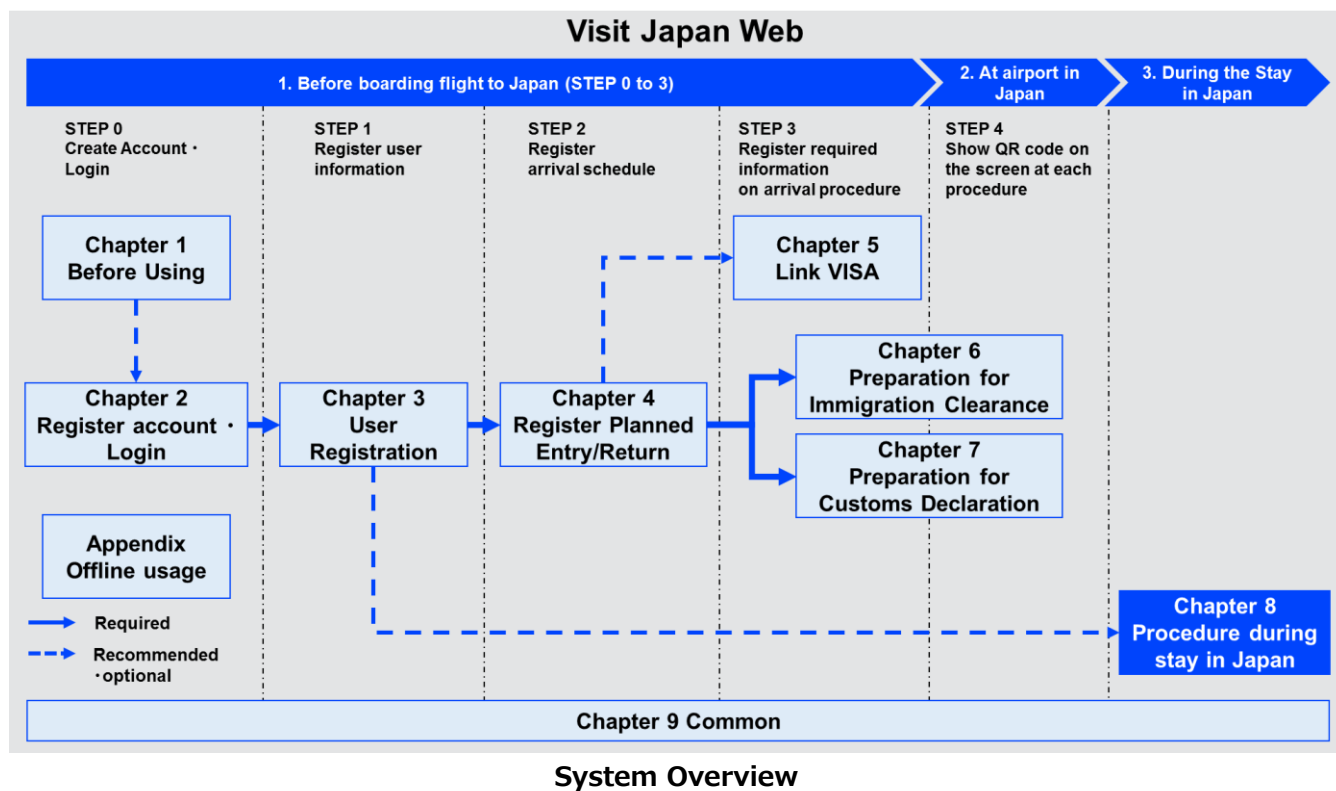
To cancel displaying the QR code, click “Back to Entry/Return Procedure” to go back to the “Japan Entry/Return Procedure Screen”.



**Immigration - Display QR
Code Screen**

Chapter 8 Procedure During Stay in Japan



The position of this chapter in the overall system is indicated by blue highlighting.



This section explains menus that can be used after arriving in Japan.


If you were unable to use Visit Japan Web when entering Japan, it can be used after you enter.


Click **“Procedure During Stay in Japan”** on the **“Home Screen”** to go to the **“Procedure During Stay in Japan Screen”**.


Visit Japan Web


Register user

Register details if you are using Visit Japan Web
After registration, please proceed to "Register planned entry/return".



Your details
✓ Registered


Details of family members traveling with you
✓ 1 persons already registered

Register planned entry/return

Register information required for entry/return procedures when arriving in Japan

Most recent planned entry



●●● Travel
Planned arrival date in Japan :
2023/06/23


All entry/return schedule

+ **Register new planned entry/return**

Use after entering Japan

Register details required for functions that can be used during your stay in Japan


Procedure during stay in Japan

Japan official travel guide
Official guide for travelling Japan > 

Home Screen

8-1 Tax-free Procedures

Register details required for creating a Tax-free QR code.

When purchasing Tax-free items, instead of showing your passport or other required document, the QR Code can be showed to provide the required details to the store of purchase. Check that the store can use QR Codes before use.

* When responding “Yes” to “Japanese government-issued passport confirmation” or “Re-entry permit confirmation” in the “Entry/Return Procedure Category” of “Chapter 3 User Registration”, preparation for Tax-free procedures is not displayed.

8-1-1 Registering Tax-free QR Code Details

Register details required for creating a tax-free QR code.

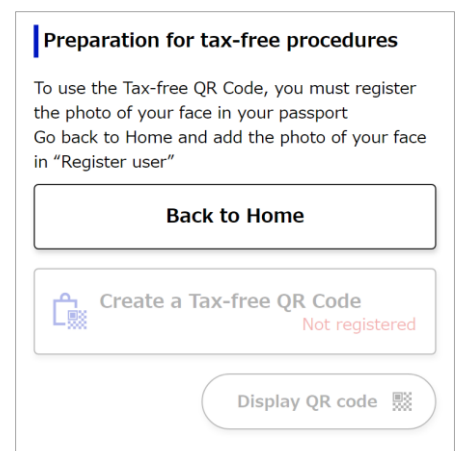
(1) Register tax-free QR code details

Click “Create a Tax-free QR Code” to register Tax-free QR code details.

When responding “No” to “Check Use of Tax-free QR Code” in the “Entry/return procedure category” of “Chapter 3 User Registration”, a message stating that the photo of your face is not registered and “Back to Home” are shown.



Procedure during stay in Japan Screen



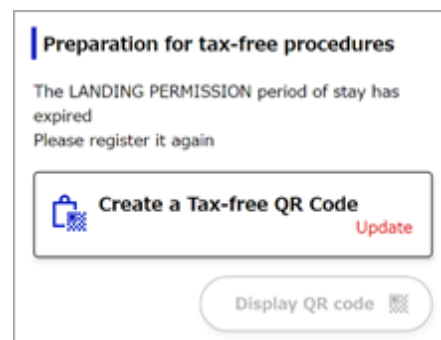
Procedure During Stay in Japan Screen Photo of face not registered

If the period of stay in the registered Tax-free QR Code details has expired, a message stating that it has expired and requires registering again is shown.

* Completing the registration of Tax-free QR Code details changes the status from “Not registered” to “Registered”. If the period of stay has expired, “Update” is shown.

Registration is required again if you have corrected your details or details of family members traveling with you.

Click “Create a Tax-free QR Code” in the “Procedure During Stay in Japan Screen” to proceed to the “Tax-free QR Code Explanation Screen”.

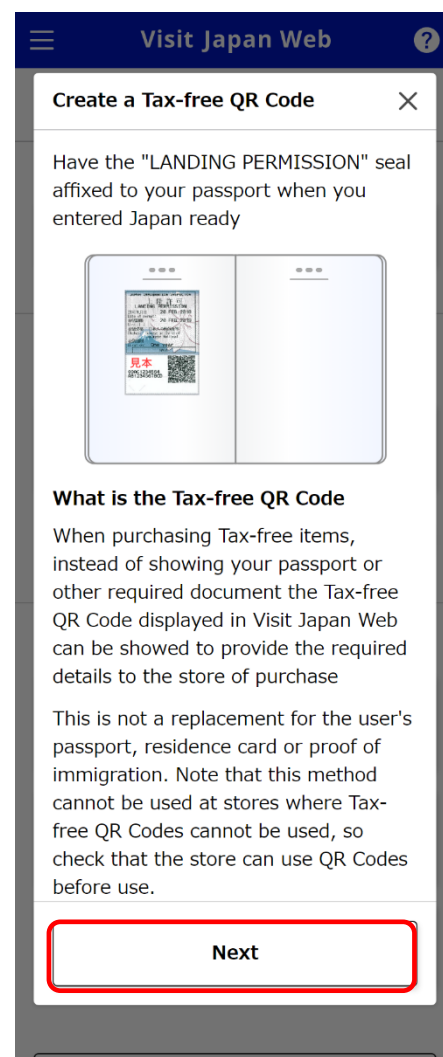


**Procedure During Stay in
Japan Screen
Period of stay expired**

(2) Registering Tax-free QR Code Details

Information for creating a Tax-free QR code is shown.

After confirming the details, click “Next” to proceed to the “Create a Tax-free QR Code - Landing Permission QR Code Scan Screen”.



**Create a Tax-free QR Code
Operation Selection Screen**

(3) Scan landing permission seal QR code

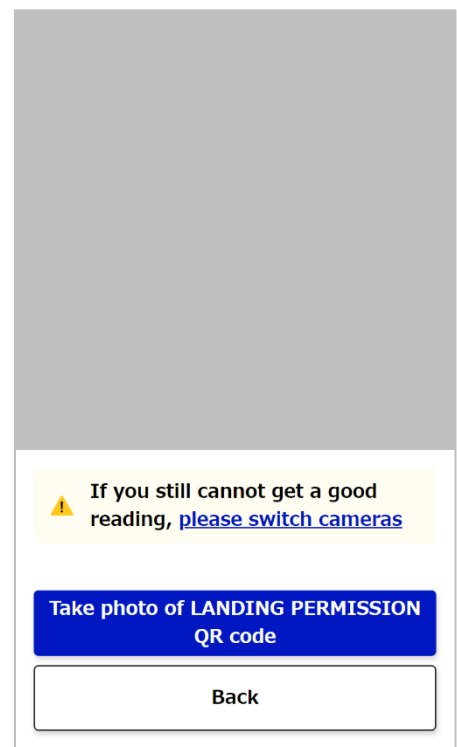
Your landing permission will be scanned.

Ensure that the landing permission seal QR code fits within the shooting range, and click "Take photo of LANDING PERMISSION QR code".

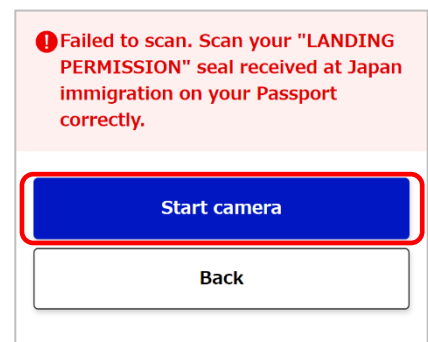
Depending on the device model, it may not be able to focus well even if you adjust the distance between camera and the QR code when taking a photo of the landing permission seal QR code with the camera activated for the first time on a your device.

In this case, the available camera will be switched by clicking "please switch cameras". Please read again.

If there is an error, check the error message and click "Start camera" to try the scan again.



**Create a Tax-free QR Code
Scan Landing Permission Seal
QR Code Scan Screen**



Start Camera Screen

(4) Check Tax-free QR Code details

Confirm the registered details.

Confirm that the registered details, and click “Register”.
To cancel registration, click “Back” to return to the “Landing Permission QR Code Scan Screen”.



Visit Japan Web

Create a Tax-free QR Code
DIGITAL LEON

Your details

Name
DIGITAL HANAKO

Passport number
GA302922

Nationality
Canada

Date of birth
2023/06/30

Duration

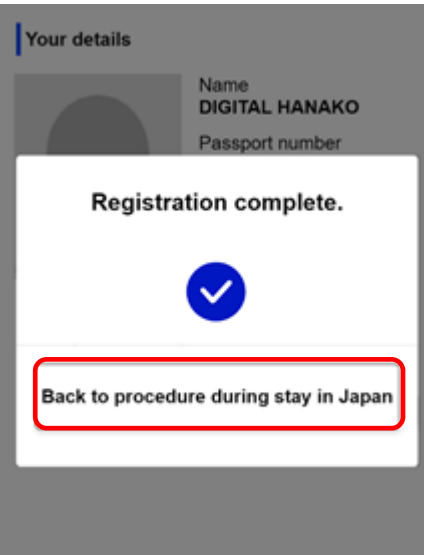
Back Register

(5) Tax-free QR Code registration complete

“Registration complete” is displayed.

Click “Back to Entry/Return Procedure” to go back to the “Japan Entry/Return Procedure Screen”.

**Create a Tax-free QR Code
Confirm Tax-free QR Code
Details Screen**



Your details

Name
DIGITAL HANAKO

Passport number

Registration complete.

Back to procedure during stay in Japan

**Create a Tax-free QR Code
Registration Completion
Dialog**

8-1-2 Displaying Tax-free Procedure QR Code

Display the Tax-free QR code.

(1) Display the Tax-free QR code

Click “Display QR Code” in the “Procedure During Stay in Japan Screen”, and proceed to the “Tax-free Operation Selection Screen”.

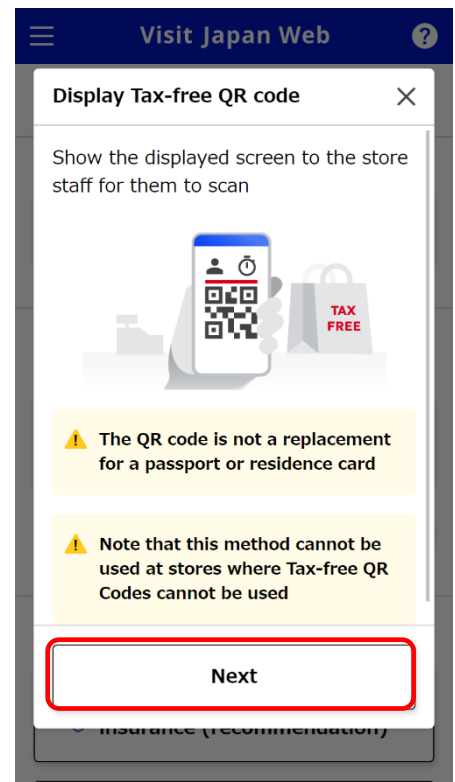
The screenshot shows the 'Visit Japan Web' interface. At the top, there is a blue header with a menu icon, the text 'Visit Japan Web', and a help icon. Below the header, the main title is 'Procedure during stay in Japan'. Under this title, there is a section for 'Applicant' with a dropdown menu currently showing 'DIGITAL LEON'. The next section is 'Preparation for tax-free procedures', which contains two buttons: 'Create a Tax-free QR Code' (with a QR code icon and a 'Registered' status) and 'Display QR code' (with a QR code icon). The 'Display QR code' button is circled in red. Below this is a section 'To ensure a safe trip to Japan' with a button 'Entered Overseas travel insurance (recommendation)'.

Procedure during stay in
Japan Screen

(2) Tax-free QR Code operation selection

Precautions for using the Tax-free QR code are shown.

After confirming the details, click “Next” to proceed to the “Display Tax-free QR Code Screen”.



**Tax-free QR Code Operation
Screen**

(3) Display Tax-free QR code

A QR code that can be used for Tax-free procedures is shown.

If the landing permission period of stay has expired, the “Scan landing permission QR code” button is shown without displaying the QR code.

Click the button and proceed to “(3) Scan landing permission QR code” in “9-1 Registering Tax-free QR Code Details”.

If the Tax-free QR code has expired, the “Update Tax-free QR code” button is shown without displaying the QR code.

Clicking the button displays the updated QR Code.

- Tax-free applicant

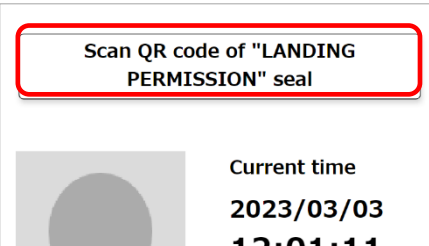
Confirm the names of Tax-free applicant.

Click the drop-down list to change to another target person.

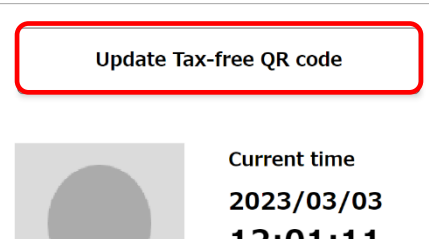
To cancel displaying the QR code, click “Back to Procedure During Stay in Japan” to go back to the “Procedure During Stay in Japan Screen”.



Display Tax-free QR Code Screen



If the landing permission is expired



If the Tax-free QR code is expired

8 - 2 Entered Overseas Travel Insurance (recommendation)

Confirm your overseas travel insurance enrollment status.

(1) Display Insurance Status Screen.

Click “Entered overseas travel insurance (recommendation)” in the “Procedure During Stay in Japan Screen”, and proceed to the “Entered Overseas Travel Insurance - Insurance Status Screen”.

The screenshot shows the 'Visit Japan Web' interface. At the top, there's a blue header with a menu icon, the text 'Visit Japan Web', and a help icon. Below the header, the title 'Procedure during stay in Japan' is displayed. Underneath, there's a section for 'Applicant' with a dropdown menu showing 'DIGITAL LEON'. The next section is 'Preparation for tax-free procedures', which includes a button 'Create a Tax-free QR Code' with a 'Registered' status and a 'Display QR code' button. The final section is 'To ensure a safe trip to Japan', which contains three options: 'Entered Overseas travel insurance (recommendation)' (highlighted with a red box), 'Information in case of illness or injury', and 'Emergency Information'. At the bottom, there is a 'Back' button.

Procedure during stay in Japan Screen

(2) Questions

Select the questions about overseas travel insurance that apply. Information on the website related to travel insurance operated by Japan National Tourism Organization will be displayed according to the answers to the questions.

To cancel responding, click “Back to Procedure During Stay in Japan” to go back to the “Procedure During Stay in Japan Screen”.

Visit Japan Web

Entered Overseas travel insurance (recommendation)
DIGITAL LEON

Questions

Depending on the answers to questions, information on the travel insurance website operated by the Japan National Tourism Organization will be displayed. If you select "Yes" to all of the questions, guidance will not be displayed. In addition, answers will not be registered in this service.

Question 1. Do you have overseas travel insurance?

☐ Yes

☐ No or unknown

Back to procedure during stay in Japan

Entered Overseas Travel Insurance - Insurance Status Screen

Guidance

There is no guidance regarding overseas travel insurance.

Back to procedure during stay in Japan

If you selected “Yes” for both Question 1 and Question 2

Guidance

You will be redirected to the Japan National Tourism Organization website.

Confirm overseas travel insurance (recommendation)

If anything other than “Yes” was selected for Question 1 or Question 2

8 - 3 Information in Case of Illness or Injury

Displays a guidance in case of visiting medical facility due to sickness or injury in Japan.

Click “Information in case of illness or injury” in the “Procedure During Stay in Japan Screen” to display sites related to medical institutions operated by the Japan National Tourism Organization.

Visit Japan Web

Procedure during stay in Japan

Applicant

DIGITAL LEON

Preparation for tax-free procedures

Create a Tax-free QR Code

Registered

Display QR code

To ensure a safe trip to Japan

Entered Overseas travel insurance (recommendation)

Information in case of illness or injury

Emergency Information

Back

Procedure During Stay in
Japan Screen

8 - 4 Emergency Information

A link is shown to sites where you can check on disaster or evacuation information after entering Japan.

Click “Emergency Information” in the “Procedure During Stay in Japan Screen” to display sites operated by the Japan National Tourism Organization.

Visit Japan Web

Procedure during stay in Japan

Applicant

DIGITAL LEON

Preparation for tax-free procedures

Create a Tax-free QR Code

Registered

Display QR code

To ensure a safe trip to Japan

Entered Overseas travel insurance (recommendation)

Information in case of illness or injury

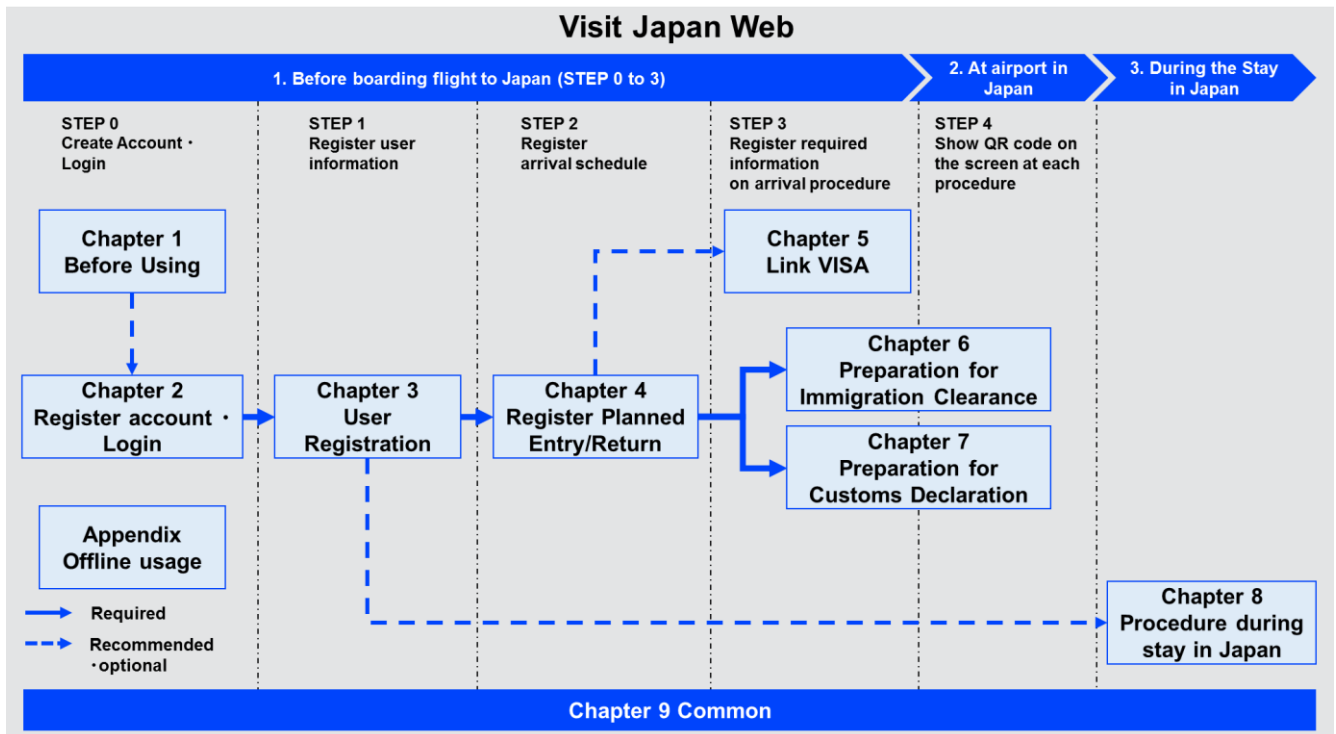
Emergency Information

Back

Procedure During Stay in
Japan Screen

Chapter 9 Common Functions

The position of this chapter in the overall system is indicated by blue highlighting.



System Overview

When using Visit Japan Web, the following items can be displayed from the menu icon at the top of each screen.

In addition, when you are logged out, 「Account」 are not displayed.

- Account
 - Change Password
 - Language
 - Logout
- Service Information
 - Digital Agency website
 - Instruction Manual
 - Terms of Use
 - Privacy Policy
 - License
 - Version Information

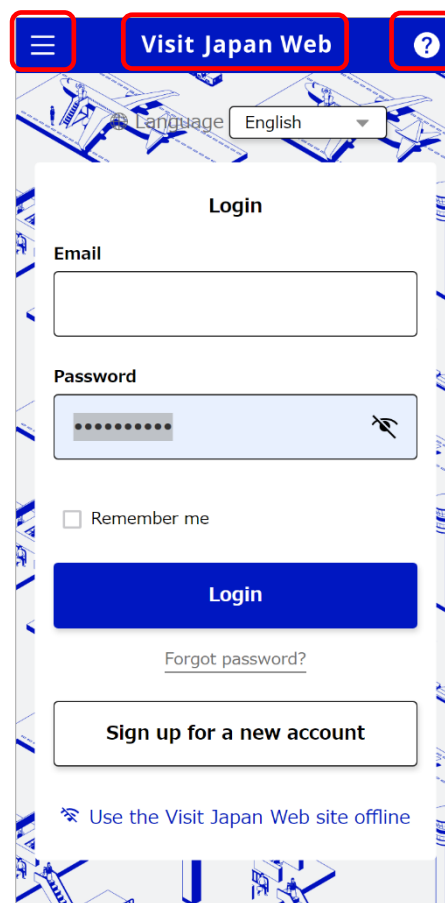
From “Visit Japan Web”, this will transition to the “Home Screen” or “Login Screen” depending on the login or logout status.

Login status: Transition to the “Home Screen”.

Logout status: Transition to the “Login Screen”.

Transition to the “FAQ/Inquiry Screen” from the “?” icon.

For the FAQ/inquiry procedures, refer to “1-2 FAQ/Inquiries”.



Login Screen

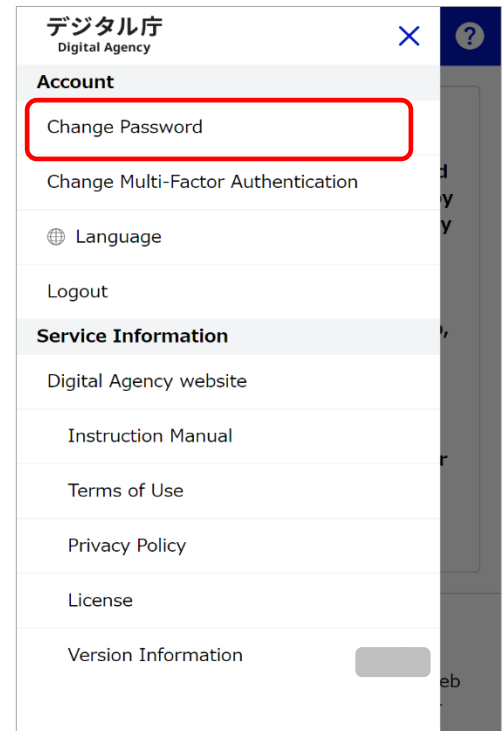
9-1 Account

This item will be displayed if you have already logged in to Visit Japan Web.

9-1-1 Changing Password

Change your Visit Japan Web account password.

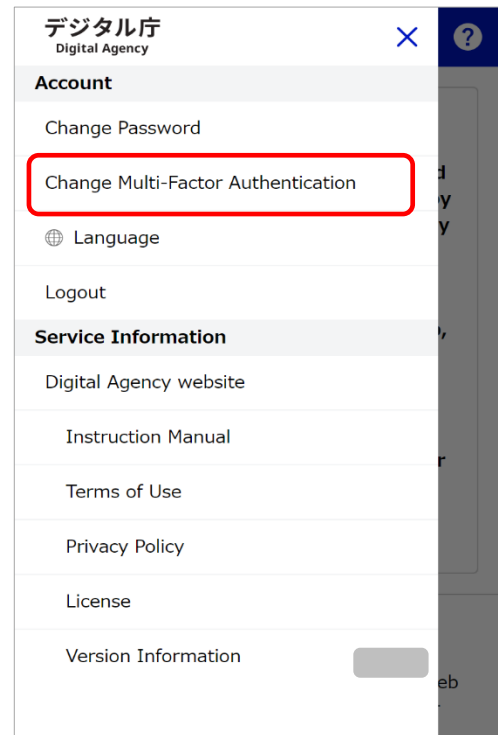
For the password change procedure, refer to “2-3 Changing Password”.



Menu Screen

9-1-2 Change Multi-Factor Authentication (optional)

Change multi-factor authentication settings for Visit Japan Web.

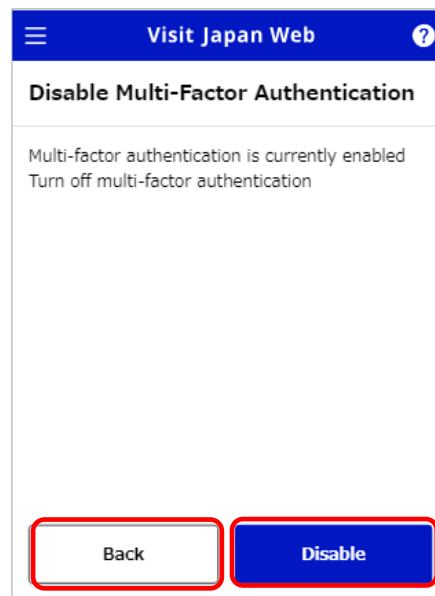


Menu Screen

(1) If Multi-Factor Authentication is Set up

If you have multi-factor authentication set up,
disable the settings on the "Disable Multi-Factor Authentication Screen".

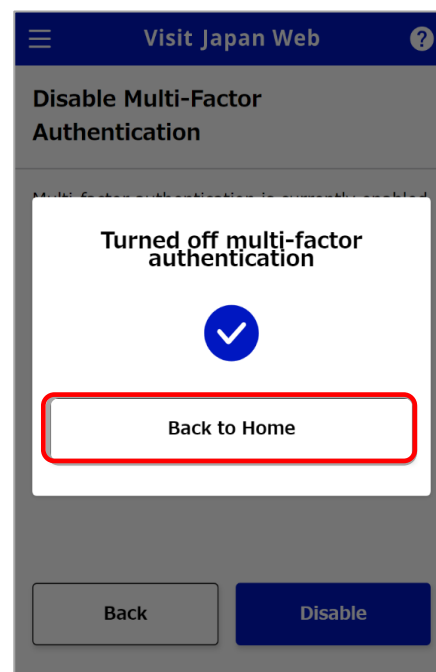
- Click "Disable" if you want to
disable multi-factor authentication.
To cancel operation, click "Back" to return
to the "Home Screen".



**Disable Multi-Factor
Authentication Screen**

- "Turned off multi-factor authentication" is displayed.

Click "Back to Home" to return to the "Home screen".



**Invalidation Completion
Dialog**

(2) If Multi-Factor Authentication is not Set up

If multi-factor authentication is not set up,
you can set up the settings on the
"Setting up Multi-Factor Authentication(optional) Screen".

For setting up,
refer to "2-2-1 Log in with Initial Settings for Multi-Factor Authentication (optional)".

The screenshot shows a mobile web interface for setting up multi-factor authentication. At the top is a blue header with a hamburger menu icon, the text 'Visit Japan Web', and a question mark icon. Below the header is the title 'Setting up Multi-Factor Authentication(optional)'. The main content area contains explanatory text about multi-factor authentication, followed by two sections: 'Install authentication app' and 'Set up Authenticator'. The 'Install authentication app' section lists Google Authenticator and Microsoft Authenticator as examples. The 'Set up Authenticator' section explains that users can scan a QR code or enter a secret key. Below this text are three input fields: 'Generate secret key', 'Display QR code' (with a dropdown arrow), and 'Enter verification code'. At the bottom are two buttons: 'Back' and 'Register'.

Setting up Multi-Factor Authentication(optional)

Multi-factor authentication enhances security by requiring the input of a verification code in addition to a password when logging in. Setting up multi-factor authentication is optional, but if you set it up, even if your password is known to someone else, you can avoid the risk of unauthorized login. To use multi-factor authentication, you need to install any time-based one time password(TOTP) authentication app.

Install authentication app

Please install any authentication app (commonly-used apps)

- Google Authenticator
- Microsoft Authenticator

For details on how to use authentication apps, please check respective websites.

Set up Authenticator

You can either scan the QR code on the Visit Japan Website or manually enter the secret key that appears above the QR code.

Generate secret key

Display QR code

Enter verification code

Please enter the verification code displayed in the authentication app.

Enter verification code

Back Register

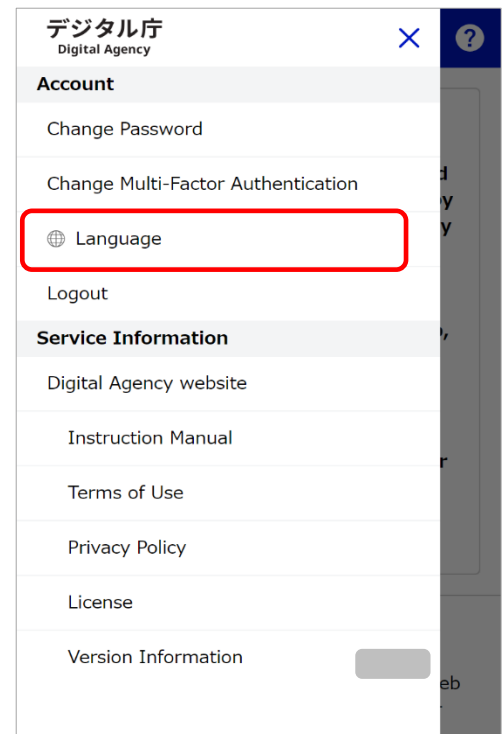
Setting up Multi-Factor Authentication Screen

9-1-3 Setting Language

Set the language for using Visit Japan Web.

(1) Set Language

Open the menu and click “Language” to go to the Set Language Screen.



Menu Screen

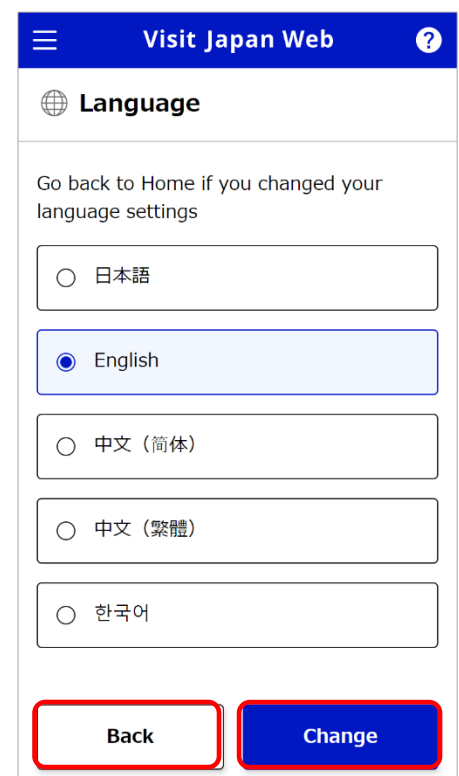
(2) Language selection

In the Set Language Screen

- 日本語
- English
- 中文（简体）
- 中文（繁體）
- 한국어

A language can be selected from above options.

Click “Change” to configure the language setting.
To cancel operation, click “Back” to return to the previous screen.

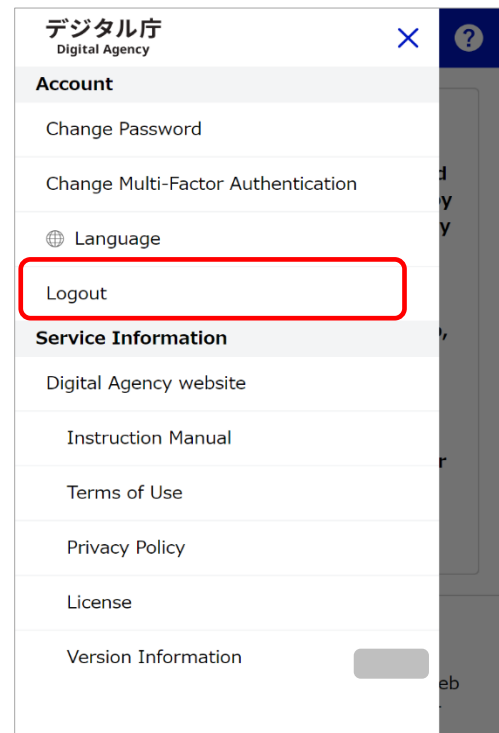


Set Language Screen

9-1-4 Logout

Logout from Visit Japan Web.

For the logout procedure, refer to “2-2 Login / Logout”.



Menu Screen

9-2 Service Information

- Instruction Manual

Click "Instruction Manual" to display the "Using Visit Japan Web" Screen.

Click "Visit Japan Web Instruction Manual (PDF)" to display the instruction manual for the Visit Japan Web service.

- Terms of Use

Click "Terms of Use" to display the Terms of Use for using Visit Japan Web.

- Privacy Policy

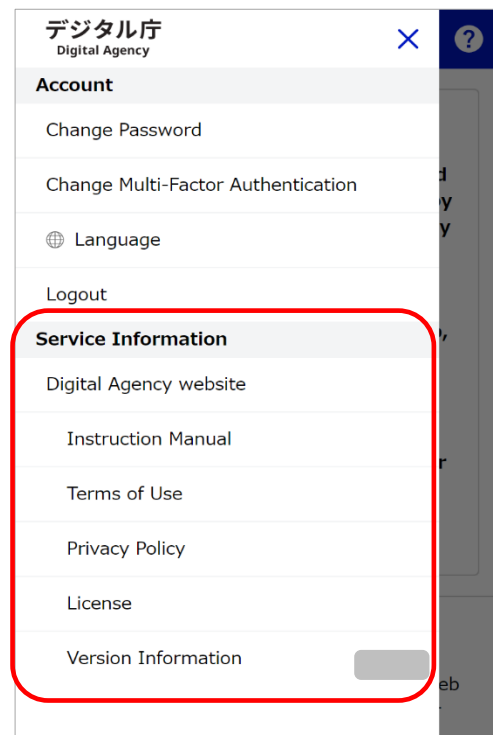
Click "Privacy Policy" to display the Privacy Policy for using Visit Japan Web.

- License

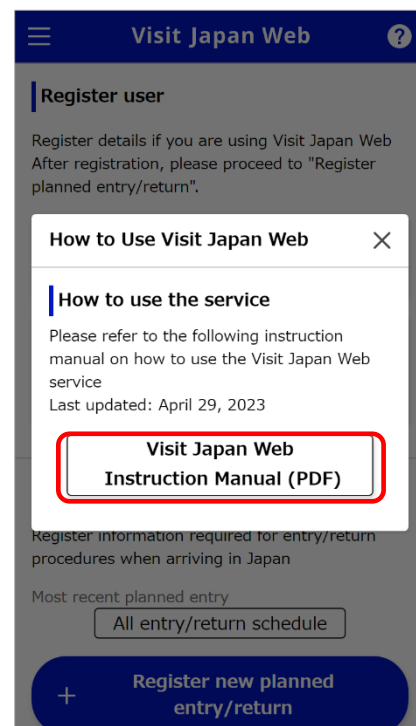
Click "License" to display the License for using Visit Japan Web.

- Version Information

The Visit Japan Web version information is displayed.



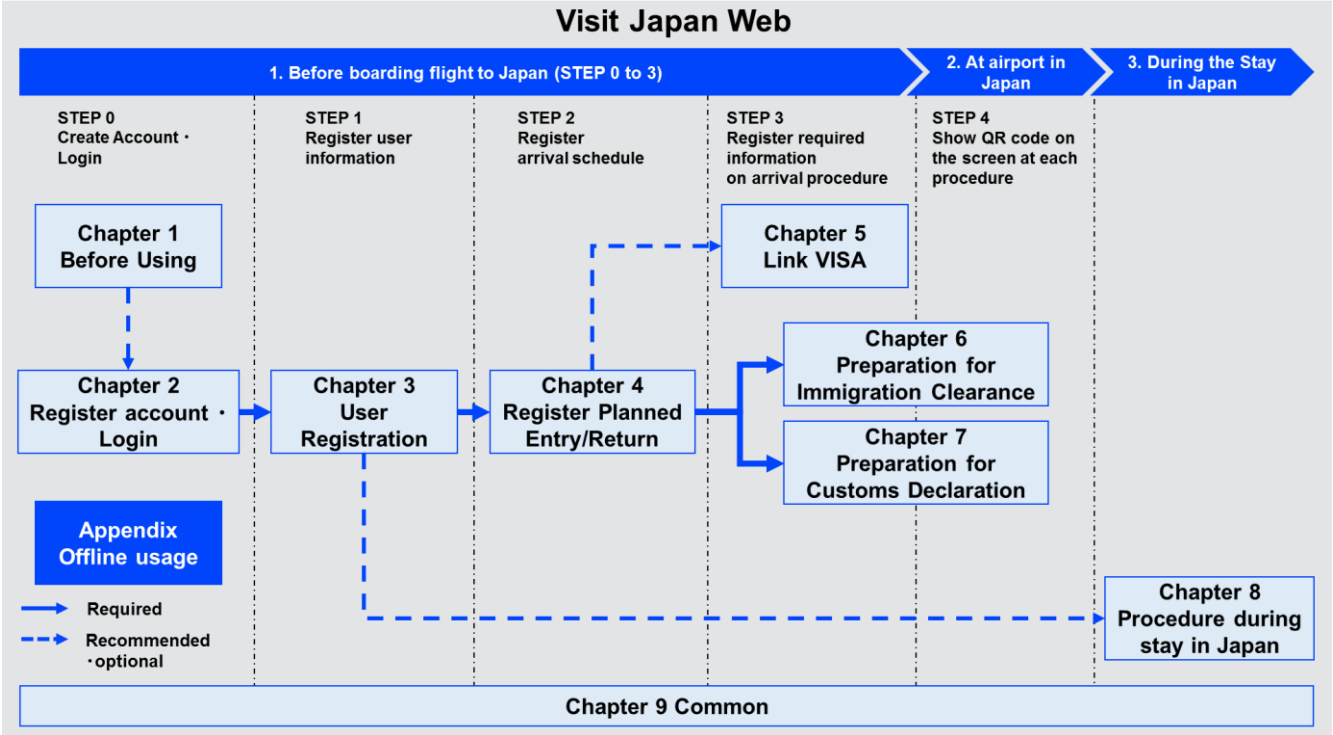
Menu Screen



Using Visit Japan Web Screen

Appendix Offline usage

The position of this chapter in the overall system is indicated by blue highlighting.



System Overview

Preparation for Offline Usage

Some Visit Japan Web functions (*) can be used offline without being connected to the Internet.

* For details of functions that can be used, refer to [cautions/restrictions for offline usage](#).

Following the procedures below to place the offline service icon on your mobile device screen makes using the app more convenient.

Note that the display and operations described in this section may differ depending on the device and browser you are using.

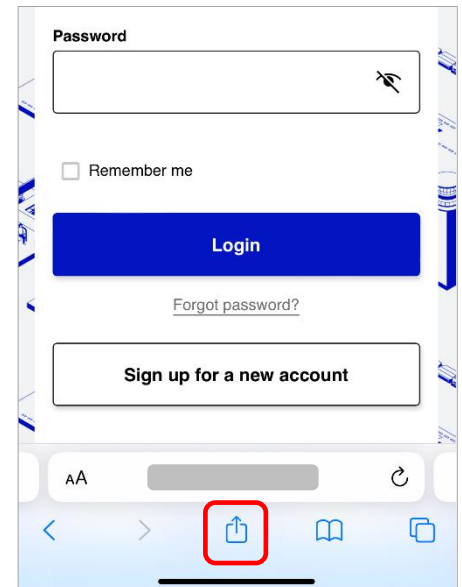
Offline service is the service that can be used offline.

(1) iPhone/Safari

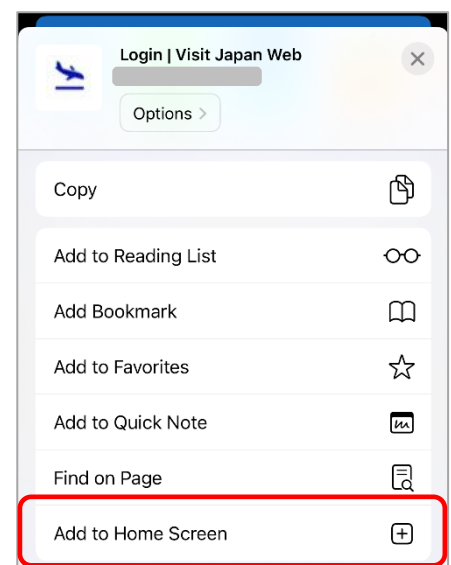
Perform additional operations on the Home screen.

- Tap the icon with the red frame in “Login Screen iPhone/Safari” to display “Option Screen iPhone/Safari”.
- Tap “Add to Home Screen” in “Option Screen iPhone/Safari”.

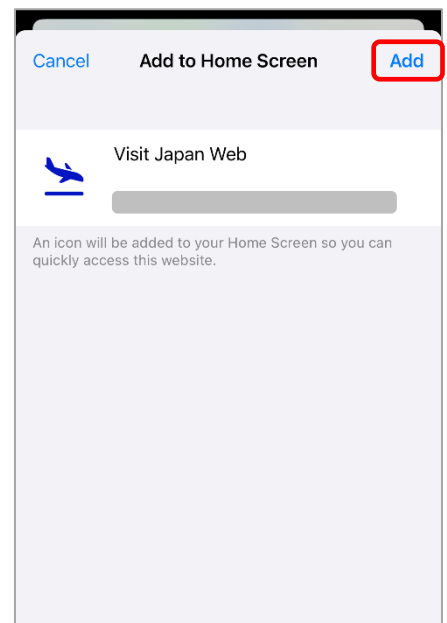
After “Add Screen iPhone/Safari to the Home Screen” is displayed, check Visit Japan Web and tap “Add” to add it to the home screen.



Login Screen iPhone/Safari



Option Screen

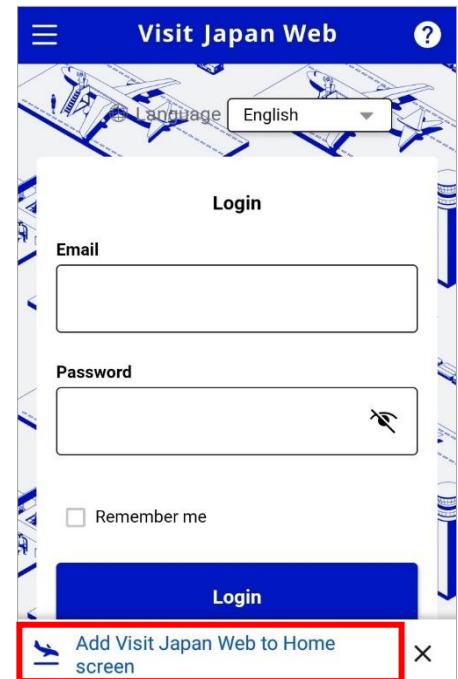


**Add Screen iPhone/Safari
to the Home Screen**

(2) Android/Chrome

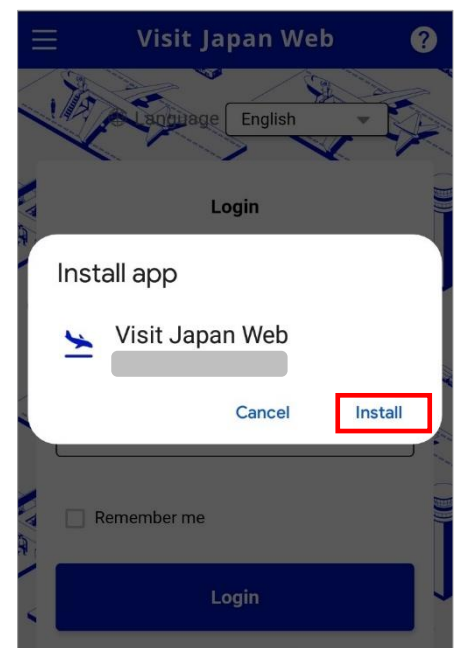
Tap “Add Visit Japan Web to the Home Screen” in the pop-up shown on the screen, and install the offline service required for offline usage.

*May not be displayed depending on the version.



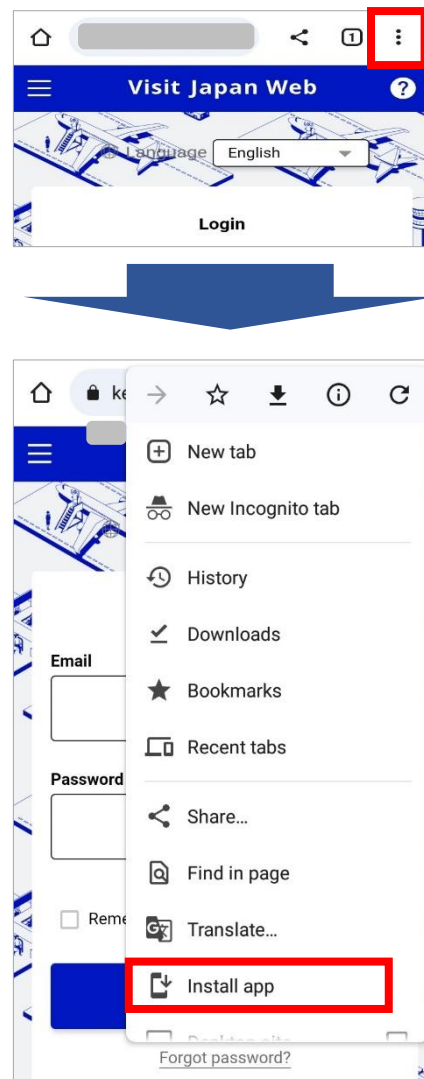
**Login Screen
Android/Chrome**

Tap “Install” from the displayed dialog, and install the offline service.



**Login Screen
Android/Chrome Install**

If the popup is not displayed, tap the menu “:” at the top right of the browser and install the offline service from the "Install app".

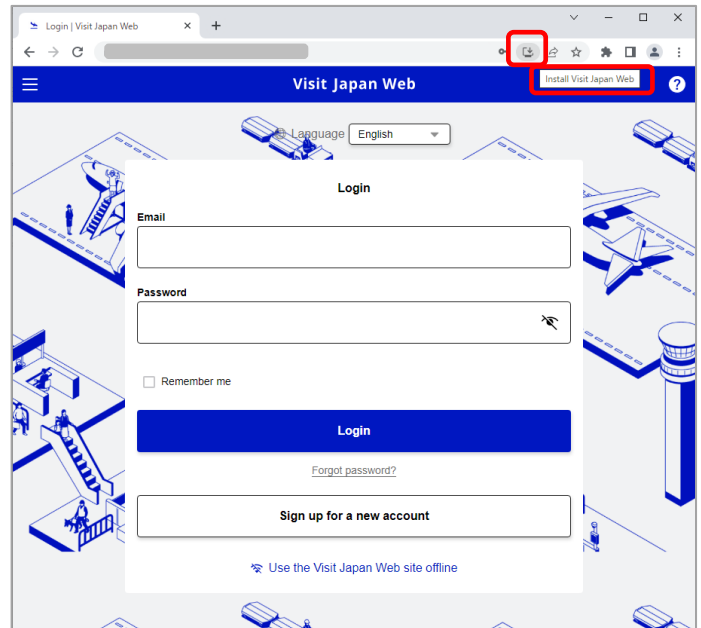


**Install App Screen
Android/Chrome**

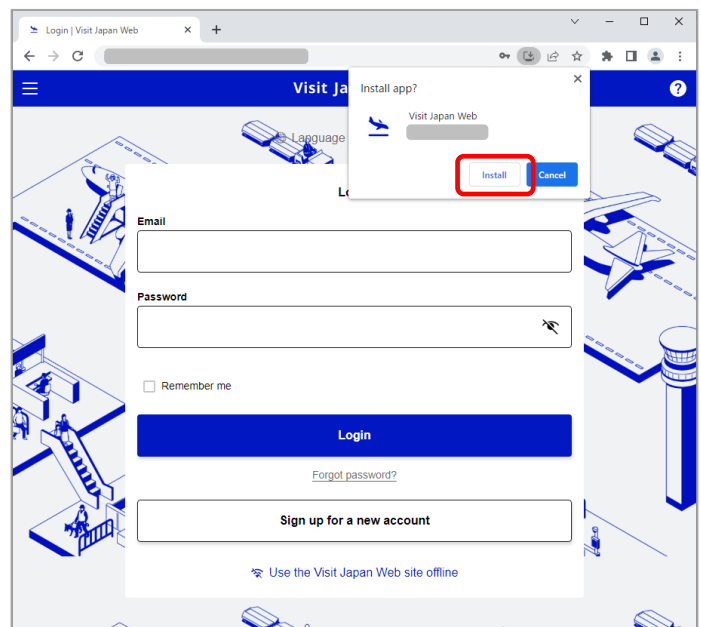
(3) PC/Chrome

Click the icon “Install Visit Japan Web” displayed in the Address Bar, and install the offline service required for offline usage.

Click “Install” from the displayed dialog, and install the offline service.



Login Screen PC/Chrome



Login Screen PC/Chrome Install

Caution/Restrictions During Offline Usage

After installing Visit Japan Web on your device, you can use it while not connected to the Internet (offline). You can register information about entry/return procedures, check/modify registered details, and display the QR Code required for procedures.

Please check the caution/restrictions before using this.

- Caution/Restrictions

- (1) Some operations cannot be performed offline. Make sure you are connected to the Internet (online). Refer to the table below for offline operation availability.

System Overview	Refer to the table below for offline operation availability.	Remarks
Chapter 1 Before Using	×	
Chapter 2 Register account/Login	×	
Chapter 3 User Registration	×	
Chapter 4 Register Planned Entry/Return*	△	· Since new registration is not possible, please register online. Registered plans can be selected online.
Chapter 5 Link VISA	×	
Chapter 6 Preparation for Immigration Clearance*	○	
Chapter 7 Preparation for Customs Declaration*	○	
Chapter 8 Procedure during stay in Japan*	△	· You need to be online to register tax-free QR code details and to display tax-free QR code. Once the QR code is displayed online, it can be displayed offline until expiration.
Chapter 9 Common	△	· How to use Visit Japan Web, password changes and Multi-Factor Authentication changes are not available, so please go online.

*For Chapters 4, 6, 7, and 8, you need to login online in advance to operate offline.

- (2) If details are registered/corrected on multiple devices offline, it may not be possible to confirm the latest registration/correction details from the device. (This is because information will not be linked to other terminals if you remain offline.)
For this reason, when registering or correcting details on multiple terminals, please do so online.
- (3) If you stay offline, since details registered offline that is not linked to other devices is stored only on that device, if information is deleted, it cannot be recovered.
After registering offline, please make sure your device is online and open the registered planned entry/return again.